

San Diego County 1998 OCCUPATIONAL OUTLOOK REPORT



THE SAN DIEGO WORKFORCE PARTNERSHIP, Inc.
THE STATE OF CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT,
LABOR MARKET INFORMATION DIVISION
AND
THE CALIFORNIA OCCUPATIONAL INFORMATION COORDINATING COMMITTEE

California Occupational Information
Coordinating Committee

John Corcoran
Executive Director

San Diego Workforce Partnership, Inc.

Lawrence G. Fitch
President

Gary Moss
Project Coordinator

John Berkley
Labor Market Specialist

Research Assistants

Bill Carmichael

Lisa Kennedy

Pam Sikes

Deanne Walker

Employment Development Department
Labor Market Division

Brendan Kelly
CCOIS Group Manager

Geri Douglas
Research Manager

Susan Connelly
CCOIS Site Analyst

\$20.00

PURPOSE OF THIS REPORT

The San Diego Workforce Partnership, Inc. was established by the City and County of San Diego to "provide for a regional, comprehensive system of planning and administration of education, job training and employment resources." Included in these services is the *Occupational Outlook Report* which we research, compile, publish annually, and distribute countywide. This report provides an ongoing analysis of the San Diego County labor market.

Annually we target specific occupations and survey hundreds of employers throughout the county. Information regarding qualifications, wages, benefits, and advancement opportunities is gathered and published in a user-friendly format for use by:

- Job Seekers
- Career Counselors
- Program Planners
- Curriculum Designers
- Economic Development Personnel
- Trainers
- Educators
- Human Resource Managers
- Employers

Labor Market Perspective:

The changes in our economy, particularly in the '90s, will have a significant impact on the types of jobs available in San Diego county and the skills required for employment. The emphasis is shifting away from the traditional industries, such as construction and agriculture. Instead, a new group of industry clusters has emerged to lead San Diego's job growth in areas that have potential for the future. These clusters consist of groups of industries related by supplying, creating or selling a certain product or service and are projected to lead in the expansion of our local economy.

Leading Industry Clusters:

- Telecommunications
- Software development
- Health care products and services
- Business and financial services
- Tourism and hospitality
- Recreational goods
- Electronics

These are further anticipated to provide impetus for growth in personal services, retail and wholesale trades, construction and supply industries. In most occupations, applicants will find more competition, and an increasing demand for specific and/or technical skills. Employers are seeking computer literate workers in most industries and occupational levels. The emphasis on a service-oriented, "information based" economy is increasing the requirements for good communication, problem-solving, critical thinking and interpersonal skills. Job seekers and employees must be prepared to work in occupations that require flexibility to adapt to changing skill requirements and job demands, including the ability to work either independently or as a team member.

How To Use This Report:

The occupations in this report include mid-level and emerging jobs throughout San Diego County. The format of information in this report was specifically designed to be easy to understand and use. The introductory sections provide an overview and quick reference for the terminology and coding systems used in this report. Please review the Description of Individual Occupational Profiles to assist in interpreting the information.

For questions, please call the labor market information unit at (619)238-1445.

ACKNOWLEDGEMENTS

The San Diego Workforce Partnership, Inc. thanks the San Diego **Local Occupational Information Coordinating Committee** (LOICC) members for their contributions to the San Diego Occupational Outlook Report. The role of the LOICC is to guide the selection of occupations to be surveyed, and establish community linkages for input into the selection process. The profiled occupations were first nominated by Career Counselors, Rehabilitation Specialists, Case Managers, Educators and Program Planners, then finalized by the LOICC. The list of occupations includes many that have training programs available through local community colleges, the Regional Occupational Program (ROP), adult education, private training providers, extended studies, colleges and universities which are included in Appendix A.

The LOICC is chaired by:

Dr. Emmett Casey,
Dean, School of Public Service
San Diego Mesa College

Participants in last year's LOICC include:

John Berkley, San Diego Workforce Partnership, Inc
Dr. Emmett Casey, San Diego Mesa College
Kelly Cunningham, San Diego Chamber of Commerce
Gary Moss, San Diego Workforce Partnership, Inc.
David O'Rell, Economic Development Corporation
Cheryl Rietz, California Department of Rehabilitation
Susan Yamate, San Diego County Office of Education,
Regional Occupational Program, (ROP).

In collecting the data for preparing the individual profiles, over 550 local employers graciously gave their time and valuable responses. Without their cooperation the Occupational Outlook Report would not be possible. To all the responding employers we express our appreciation and extend a BIG THANK YOU !

METHODOLOGY

Steps in Research

- 1. Occupational forecast:** Occupational projections are developed by the Labor Market Information Division (LMID) of the Employment Development Department and are used to help identify growing and declining occupations.
- 2. Occupation selection:** A list of 100 occupations is presented to an audience of vocational counselors, trainers, employers and educators at the prior year's Occupational Outlook Report dissemination meeting. Attendees rate the importance of obtaining information for each of the occupations identified. The Local Occupational Information Coordinating Committee (LOICC) reviews the results of these rankings in detail and makes the final selection of occupations to be surveyed.
- 3. Questionnaire development:** Specific information needs for each occupation are determined, and questionnaires are developed by LMID to respond to local information needs.
- 4. Sample selection:** LMID generates employer samples by industry and employer size. Employers are contacted to verify that they employ persons in the occupation and are willing to participate in the project.
- 5. Employer survey:** Confidential employer surveys are conducted by telephone, fax or mail. Completed surveys are reviewed for internal consistency and employers recontacted for clarification as needed.

- 6. Data entry and tabulation:** Completed surveys are reviewed and the responses entered in a CCOIS database which generates basic data tabulations.
- 7. Written analysis:** The data from those tabulations and other relevant information is carefully analyzed to prepare the individual occupation profiles. (Sufficient information was obtained during the second half of 1997 to develop 36 profiles.)

Report Distribution

- a) The written analysis is presented at a public dissemination meeting, which is the initial step in publicizing the occupational information collected.
- b) The Occupational Outlook Report is also distributed to high schools and community college career counselors, vocational rehabilitation offices and library systems throughout San Diego County.
- c) The occupational information projections and training sources have also been incorporated in the ERISS program, an automated labor market information system which is offered through the ROP, community colleges, high schools, rehabilitation offices, Career Centers and the Employment Development Department offices.

Uses for Occupational Outlook Report

The information in this report can be used by a variety of organizations and individuals for many different purposes. Possible uses include:

Career Decisions -

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment and training.

Program Planning -

This report provides local planners and administrators with employment and training information, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs or to plan new programs.

Curriculum Design -

Each training provider can assess and update its curriculum based on current employer needs and projected trends.

Economic Development -

Local government agencies and economic development organizations can find information on the labor pool, occupational size, expected growth rates, and wages useful in determining the potential for business growth and development in our labor market area.

Program Marketing -

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resource Management -

Small business and corporate human resource directors can use this report to help determine competitive wages and benefits to improve recruitment methods, and to assess the availability of qualified workers for business expansion or relocation purposes.

This report is intended to be used as an informative reference to support these and many other decisions. To maximize the use of this information, please contact Labor Market Information at the San Diego Workforce Partnership, Inc. (619) 238-1445.

CONTENTS

	<u>Page</u>
Methodology	iv
Uses for Occupational Outlook Report	v
Description of Individual Occupational Profiles	x

OCCUPATIONAL TITLE

OES CODE

Accountants and Auditors	211140	2
Automated Assemblyline Technicians	No OES Code	54
Biotechnology Laboratory Assistants	No OES Code	56
Carpenters	871020	4
Chemists, Except Biochemists	241050	6
Child Care Workers	680380	8
Civil Engineering Technicians	225020	10
Dental Hygienists	329080	12
Electrical and Electronic Assemblers	939050	14
Employment Interviewers - Private or Public Employment Service	215080	16
First Line Supervisor / Manager - Production and Operating Workers	810080	18
General Office Clerks	553470	20
Graphic Artists	No OES Code	58
Import / Export Specialists	No OES Code	60
Landscape Architects	223080	62
Legal Secretaries	551020	22
Maintenance Repairers, General Utility	851320	24
Medical Records Technicians	329110	26
Nurse Aides	660080	28

CONTENTS (continued)

<u>OCCUPATIONAL TITLE</u>	<u>OES CODE</u>	<u>Page</u>
Operating Engineers (Heavy Equipment Operators)	979560	30
Ophthalmic Technicians	No OES Code	64
Paralegal Personnel	283050	32
Probation and Parole Officers	No OES Code	66
Public Relations Managers	No OES Code	34
Registered Nurses	325020	36
Stationary Engineers (Power Plant Operators)	950320	68
Stock Clerks, Sales Floor	490210	38
Substance Abuse / Chemical Dependency Counselors	DOT 045.107-058	70
Surgical Technicians	329280	40
System Analysts	251020	42
Technical Writers	340050	44
Travel Agents	430210	46
Underwriters (Insurance)	211120	72
Waiters and Waitresses (Banquet Servers)	No OES Code	48
Webmasters, Web Site Designers	No OES Code	74
Welders and Cutters	939140	50
 Appendix A: Education and Training Providers		 76
 Appendix B: San Diego County: Occupations and Wages 1990 -1998		 89
 Appendix C: Regional California Agencies Providing Local Labor Market Information		 100

DESCRIPTION OF INDIVIDUAL OCCUPATIONAL PROFILES

The following is a brief description of the topics in the profiles in the 1998 Occupational Outlook Report, including definitions of frequently used terms explaining the survey results.

The terms throughout the report to describe survey results are:

- **All:** 100% of the survey responses
- **Almost all:** 80 - 99% of the survey responses
- **Most:** 60 - 79% of the survey responses
- **Many:** 40 - 59% of the survey responses
- **Some:** 20 - 39% of the survey responses
- **Few:** less than 20% of the survey responses

Title and Definition of Occupation: Each occupation has a six-digit occupational code and definition from the Occupational Employment Statistics (OES) classification system. OES descriptions are broader in scope than the Dictionary of Occupational Titles (DOT) classification system. Each OES code may include several detailed DOT titles.

Education, Training, Experience and Skills: This section is a compilation of responses covering the following:

- Type of education and training completed by individuals hired into the occupation over the past year.
- Related work experience and type required.
- Listing of skills rated very important by employers.
- Additional employer specified skills.

Occupational Characteristics:

Career Ladders - Reports the previous occupations from which people were promoted into the profiled occupation and those occupations which serve as promotional opportunities.

Nontraditional Occupations - Defined as having 25% or less workers who are women.

Turnover - Calculated for each occupation, based on vacancies (resulting from promotions and employees leaving the firm) filled over the last 12 months, divided by the total reported number of persons in that occupation. This is reported as a percentage. Terms used to describe turnover are:

- **Very low:** Less than 6%
- **Moderately low:** Between 6% and 10%
- **Moderate:** Between 11% and 20%
- **Moderately high:** Between 21% and 30%
- **High:** Over 30%

Unionization - Shown as the percentage of the responding employers who report employees as members of a union.

Where the Jobs are: Identifies the industry groups that serve as major sources of employment for each occupation. The percentage indicated is derived from industry employment distribution data provided by LMID.

Fringe Benefits: Of firms offering benefit packages, the percentage of those that respond and offered each type of benefit is shown. The following will assist the reader in understanding this section.

- Benefits may be offered but not necessarily paid by the employer.
- Part-time benefits are not reported when there are few part-time workers in the occupation.
- Additional benefits identified by employers are listed at the bottom of this section.
- An asterisk (*), instead of a percentage, indicates that fewer than three employers responded and offered this benefit. This information is withheld to protect the confidentiality of individual responses.

Most Frequently Used Recruitment Methods: Presents information on the methods employers use to recruit new employees. Each employer is asked to indicate all of the recruitment methods used. The methods are reported in order of frequency of use by employers.

Supply and Demand: Employers are asked to rate on a four-point scale the difficulty they have in finding experienced and inexperienced applicants to fill vacancies. The employers' responses are combined to form a weighted average using a formula that includes the number of new hires and the number of firms.

The following terms describe the degree of difficulty in finding applicants:

- **Very Difficult:** Employer demand is considerably greater than supply of qualified applicants. Applicants may find *little competition* for job openings.
- **Somewhat Difficult:** Employer demand is somewhat greater than the supply of qualified applicants. Applicants may find opportunities for job openings *somewhat competitive*.
- **A Little Difficult:** Supply of qualified applicants is somewhat larger than demand for qualified applicants. Applicants may find opportunities for job openings *competitive*.
- **Not Difficult:** Supply of qualified applicants is considerably greater than demand. Applicants may find opportunities for job openings *very competitive*.

Hours and Wages*: The distribution of full-time, part-time, on-call temporary and seasonal employees is reported along with the average number of hours worked per week. The range and median of hourly wages are presented for three categories of employees:

- **New Hires with No Experience:** Persons trained or otherwise qualified, but with no paid experience in the occupation.
- **New Hires with Experience:** Experienced persons, or persons at the journey level (if applicable), but just starting with the firm.
- **After Three Years with the Firm:** Persons at the journey level (if applicable) or having at least three years of experience in the occupation with the firm. Both union and non-union median wages are presented for occupations having union representation.

*Data collection was completed by August 31, 1997 prior to an increase in the federal minimum wage effective September 1, 1997.

Occupational Size and Growth Projections: This section presents the seven-year growth and job openings projections (1994-2001) using the OES projection system. It also summarizes the size of employment in the occupation, based on percentage of the total employment in the county. Terms used to describe size of employment are:

- **Small:** Less than 1,423 employees (less than .15% of 1994 employment)
- **Medium:** 1,423 - 2,844 employees (.15% to .299% of 1994 employment)
- **Large:** 2,845 - 6,164 employees (.30% to .649% of 1994 employment)
- **Very Large:** More than 6,165 employees (more than .65% of 1994 employment)

Growth Trends: This is an overview of projected seven year new job growth rates in relation to the overall average new job growth rate (13.7%, 1994 - 2001) for the county. The following terms are applied to the occupational growth trends for San Diego County.

- **Much Faster than Average:** 20.55% or more
- **Faster than Average:** 15.07% to 20.54%
- **Average:** 12.33% to 15.06%
- **Slower than Average:** less than 12.33%

SAN DIEGO CAREER CENTER NETWORK

The San Diego Workforce Partnership, Inc. and its many partners have established a Career Center Network throughout San Diego County. The Career Center Network is comprised of six uniquely designed Career Centers. The Career Center Network core partners are: the San Diego Workforce Partnership, Inc., Employment Development Department, Community College Districts, County of San Diego Human / Health Services Agency, Consumer Credit Counselors of San Diego and Imperial Counties and Labor's Community Service Agency. In addition to the core partners, each center is assisted by partners from its geographic area. All of the partners integrate their services and provide a "one-stop" location to meet the needs of the local population.

The Career Center Network provides employment services to the general public, including specific services to laid-off and long-term unemployed workers. Additionally, each Center assists employers who are anticipating layoffs or who are hiring by providing prescreened qualified candidates. This occupational information is incorporated into the ERISS program, an automated labor market information system available at each Career Center.

SAN DIEGO CAREER CENTER NETWORK LOCATIONS

San Diego Metro Career Center

8401 Aero Drive
San Diego, CA 92123-1720
(619) 974-7620
Fax: (619) 974-9805

East County Career Center

(Located at the East County Regional Ed. Ctr)
924 E. Main Street
El Cajon, CA 92021
(619) 590-3900
Fax: (619) 579-4720

North County Career Center

5315 Avenida Encinas
Carlsbad, CA 92008
(760) 930-2400
Fax: (760) 930-8014

South County Career Center

1111 Bay Blvd., Suite E
Chula Vista, CA 91911
(619) 424-1112
Fax: (619) 424-1144

South Metro Career Center

6145 Imperial Avenue
San Diego, CA 92114
(619) 266-3600
Fax: (619) 266-3605

Inland North County Career Center

1951 East Valley Parkway
Escondido, CA 92027
(760) 738-0274
Fax: (760) 738-8723

SAN DIEGO COUNTY 1998 OCCUPATIONAL OUTLOOK REPORT

OCCUPATIONAL PROFILES

ACCOUNTANTS and AUDITORS

OES 211140

Accountants and Auditors examine, analyze and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

Alternate Job Titles: Certified Public Accountant, Financial Representative, Tax Accountant

Related DOT Codes: 160.162-010, 160.162-018, 160.162-022, 160.162-026, 160.167-034, 160.167-054

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Many recent hires have a bachelor degree. Some have an associate degree.

Training: Many firms sometimes allow training to substitute for work experience. Most firms require 1 -2 years bookkeeping or accounting training. Employers prefer applicants with spreadsheet, word processing and specialized accounting software skills.

Experience: Many firms always require related work experience. They prefer to hire applicants with 2 - 4 years experience as a bookkeeper or accountant.

Skills rated "very important":

- Ability to meet deadlines
- Ability to pay attention to detail
- Ability to work under pressure
- Ability to read and follow instructions
- Business math skills
- Ability to work independently
- Ability to work as a team member
- Ability to use a computer
- Problem solving skills
- Oral communication skills
- Knowledge of accounting and spreadsheet software
- Ability to write legibly
- Keep current on new accounting software
- Organization and communication skills
- Knowledge of the Internet

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Staff Accountant, Senior Accountant, Controller, Chief Financial Officer.

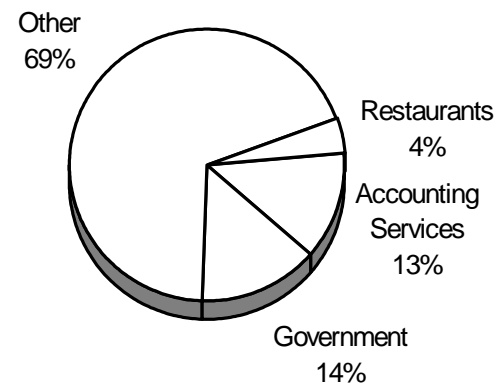
Nontraditional Occupation: No.
68% of workers in survey responses were female.

Turnover: High, 41% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	100%
Dental Insurance:	93%
Vision Insurance:	80%
Life Insurance:	80%
Paid Sick Leave:	87%
Paid Vacation:	93%
Retirement Plan:	73%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referral, in-house promotion or transfer, newspaper advertisements, unsolicited applicants.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Accountants and Auditors**
Experienced applicants: **Somewhat competitive**
Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Most Accountants and Auditors work full-time, 43 hours per week and some work part-time 25 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$7.00 - 14.50	\$10.00
New Hires, With Experience:	\$9.50 - 24.00	\$12.00
After Three Years With the Firm:	\$13.00 - 33.50	\$16.25

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: Very large
OES Growth Projections: New jobs through 2001: 880
Separations to 2001: 940
 *Total Openings: 1,820

New Job Growth Rate: 13.6%*. Projected growth is about the same as the county-wide average of 13.7%*.

*7 year period 1994 through 2001.

Employer Outlook on Employment : Most responding employers project employment to grow over the next three years.

Employer Responses: 15 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 77

CARPENTERS

OES 871020

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members and fixtures and equipment using carpentry tools and woodworking machines. Does not include Cabinetmakers and Bench Carpenters.

Alternate Job Titles: Apprentice / Journeyman Carpenter, Carpenter Piece Workers, Framers

Related DOT Codes: 860.381-022, 860.381-042, 860.664-010, 869.281-014

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all recent hires have a high school diploma or equivalent. A few have college (but not necessarily a degree).

Training: Almost all firms sometimes allow training to substitute for work related experience. Employers prefer applicants who have 1 - 4 years of carpentry apprenticeship.

Experience: Many firms usually require related work related experience. They prefer 1 - 4 years experience as a construction trades worker, apprentice or journeyman carpenter.

Skills rated "very important":

- Ability to work on a team
- Provide own hand tools
- Shop math skills
- Ability to lift 50 lbs.
- Ability to read and follow instructions
- Rough and finished carpentry skills
- Regular use of own vehicle
- Ability to work independently
- Ability to do strenuous, physically demanding work
- Knowledge of safe workplace rules
- Drug free workplace
- Knowledge of steel stud framing
- Knowledge of surveying
- Computer - Laptop Usage

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to Leadperson, Foreperson, Operations Manager, Superintendent.

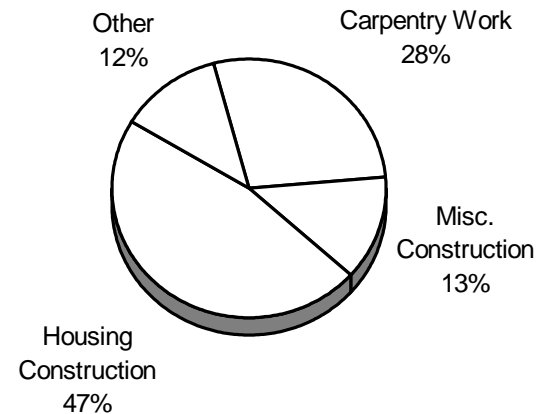
Nontraditional Occupation: Yes.
1% of workers in survey responses were female.

Turnover: Very low, 2% in the past 12 months.

Unionization: Yes. 13% of employers and 16% of employees surveyed.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	100%
Dental Insurance:	54%
Vision Insurance:	46%
Life Insurance:	23%
Paid Sick Leave:	23%
Paid Vacation:	31%
Retirement Plan:	46%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referral, unsolicited applicants, newspaper advertisements, in-house promotion or transfer, Employment Development Department, union hall referrals.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	
A Little Difficult		X
Not Difficult		

Job Market for: **Carpenters**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Carpenters work full-time, 40 hours per week. A few work part-time 26 hours per week.

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$6.00 - 10.00	\$7.25
New Hires, With Experience:	\$9.00 - 19.00	\$11.50
After Three Years With the Firm:	\$13.00 - 25.00	\$16.50

* Union and non-union wages are combined in the above calculations.

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: Large

OES Growth Projections: New jobs through 2001: 810

Separations to 2001: 720

*Total Openings: 1,530

New Job Growth Rate: 15.3%*. Projected growth is faster than the county-wide average of 13.7%*

*7 year period 1994 through 2001.

Employer Outlook on Employment : Most responding employers project employment to grow over the next three years due to increased volume of business and backlog of work.

Employer Responses: 16 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 78

CHEMISTS - EXCEPT BIOCHEMISTS

OES 241050

Chemists conduct chemical tests, qualitative and quantitative chemical analyses or chemical experiments in laboratories for quality or process control to develop new products or new knowledge. Does not include Biochemists.

Alternate Job Titles: Quality Control Chemist, Environmental Chemist, Junior Chemist, Research Associate

Related DOT Codes: 022.061-010, 022.261-010, 022.281-014

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: All recent hires have a bachelor degree.

Training: Almost all firms never allow training to substitute for work experience. Employers prefer applicants with spreadsheet, word processing and database software skills.

Experience: Most firms usually require related work experience. They prefer to hire applicants with 1 - 4 years experience as a Chemist.

Skills rated "very important":

- Knowledge of health and safety procedures
- Ability to work as a team member
- Ability to read and follow instructions
- Ability to operate laboratory equipment
- Ability to concentrate and do detailed work
- Ability to work independently
- Ability to do research and analysis
- Ability to solve technical problems
- Oral communication skills
- Computer literate
- Ability to write technical reports
- Knowledge of production and quality control
- Knowledge of chromatography
- Interpersonal skills
- Ability to handle multiple tasks

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Senior Chemist, Analytical Chemist.

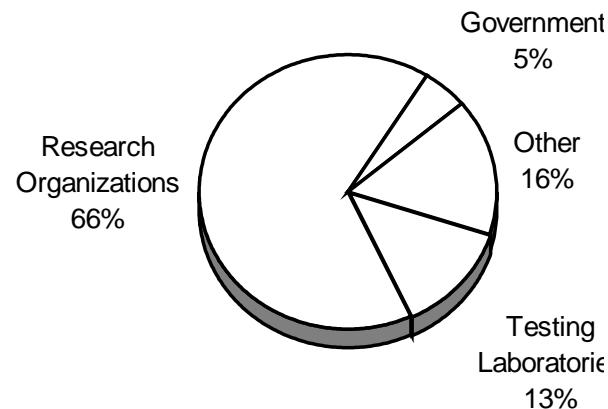
Nontraditional Occupation: No.
43% of workers in survey responses were female.

Turnover: Moderately low, 6% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	93%
Dental Insurance:	73%
Vision Insurance:	47%
Life Insurance:	60%
Paid Sick Leave:	87%
Paid Vacation:	93%
Retirement Plan:	60%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, employee referrals, public school or program referrals, unsolicited applicants, Workforce Partnership / Career Center referrals, chemists societies.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		X
A Little Difficult	X	
Not Difficult		

Job Market for: **Chemists**

Experienced applicants: **Competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: All responding employers indicated Chemists work full-time, 40 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$8.75 - 19.00	\$13.75
New Hires, With Experience:	\$12.00 - 21.50	\$15.00
After Three Years With the Firm:	\$15.00 - 26.00	\$18.00

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: Small

OES Growth Projections: New jobs through 2001: 460

Separations to 2001: 290

*Total Openings: 750

New Job Growth Rate: 36.2%*. Projected growth is much faster than the county-wide average of 13.7%*.

*7 year period 1994 through 2001.

Employer Outlook on Employment : Many responding employers project employment to grow over the next three years.

Employer Responses: 15 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 79

CHILD CARE WORKERS

OES 680380

Child Care Workers attend children at school, businesses and institutions performing a variety of tasks, such as dressing, feeding, bathing and overseeing play. Does not include workers whose primary function is to teach in a structured setting.

Alternate Job Titles: Child Care Providers, Instructional Aides / Teachers

Related DOT Codes: 355.674-010, 359.677-010, 359.677-018, 359.677-026,

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Many recent hires have some college (but not necessarily a degree). Some have an associate degree.

Training: Most firms sometimes allow training to substitute for work experience. Employers prefer applicants with 1 - 2 years of child care training with a Child Care Certificate and pass a health screening, including a TB test. Employers assist applicants in obtaining a fingerprint clearance and child abuse index check through Department of Justice.

Experience: Many firms always require related work related experience. They prefer applicants with 1 - 2 years as a Child Care Worker or Teacher's Aide.

Skills rated "very important":

- Patience with children
- Ability to work under pressure
- Possess a clean driving record
- Ability to work independently
- Ability to read and follow instructions
- Training in early child development
- Ability to handle crisis situations
- Oral reading skills
- CPR and first aid skills
- Positive attitude
- Ability to work as a team member
- Behavioral training
- Training for children with special needs
- Management skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Teacher or Assistant Director with additional education.

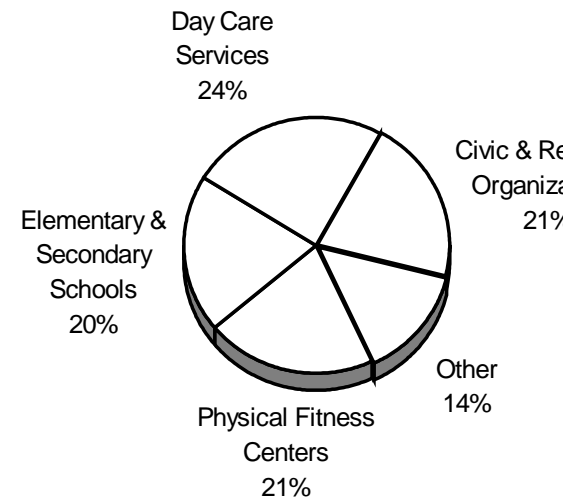
Nontraditional Occupation: No.
92% of workers in survey responses were female.

Turnover: Moderate, 17% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	80%
Dental Insurance:	53%
Vision Insurance:	27%
Life Insurance:	33%
Paid Sick Leave:	80%
Paid Vacation:	87%
Retirement Plan:	40%
Child Care:	67%
Other: Tuition reimbursement (full or partial)	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referral, unsolicited applicants, newspaper advertisements, in-house promotion or transfer, public school or program referrals, private school referrals.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	
A Little Difficult		X
Not Difficult		

Job Market for: **Child Care Workers**
Experienced applicants: **Somewhat competitive**
Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Most Child Care Workers work full-time, 40 hours per week. Some work part-time 21 hours per week, or on a temporary basis 14 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$5.00 - 9.50	\$6.25
New Hires, With Experience:	\$6.00 - 12.00	\$7.00
After Three Years With the Firm:	\$6.50 - 15.00	\$9.00

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: Medium
OES Growth Projections: New jobs through 2001: 170
Separations to 2001: 120
 *Total Openings: 290

New Job Growth Rate: 10.6%*. Projected growth is slower than the county-wide average of 13.7%*.

*7 year period 1994 through 2001.

Employer Outlook on Employment : Most responding employers project employment to grow over the next three years.

Employer Responses: 15 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 80

CIVIL ENGINEERING TECHNICIANS AND TECHNOLOGISTS

OES 225020

Civil Engineering Technicians and Technologists apply the theory and principles of civil engineering in planning, designing and overseeing the construction and maintenance of structures and facilities, under the direction of engineering staff and physical scientists.

Alternate Job Titles: Junior Engineer, Associate Engineer, Design Engineer, Engineer in Training

Related DOT Codes: 005.261-014, 005.281-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all recent hires have a bachelor degree.

Training: Many firms usually allow training to substitute for work experience. Employers prefer applicants with CAD drafting (Auto Cad, Micro Station), word processing and spreadsheet software skills.

Experience: Most firms sometimes require related work experience. They prefer applicants with 2 years as an intern, technician, assistant or associate engineer.

Skills rated "very important":

- Ability to read and follow instructions
- Problem solving skills
- Ability to concentrate and do detailed work
- Ability to operate a computer
- Ability to read maps
- Ability to work under pressure and meet deadlines
- Ability to do precision work
- Oral communication skills
- Ability to draft working drawings
- Ability to do research
- Ability to estimate construction costs
- Knowledge of construction and survey methods
- Health and safety training
- Advanced CAD training
- Customer service

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Licensed Civil Engineer, Senior Designer.

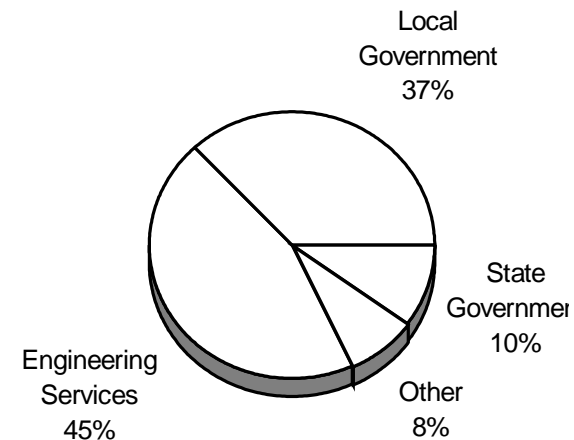
Nontraditional Occupation: Yes.
24% of workers in survey responses were female.

Turnover: Moderate, 12% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	100%
Dental Insurance:	71%
Vision Insurance:	47%
Life Insurance:	71%
Paid Sick Leave:	94%
Paid Vacation:	100%
Retirement Plan:	76%
Other: 401-K Plan, Profit Sharing	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, public school or program referrals, employee referrals, in-house promotion or transfer, career fairs, engineering associations, internships.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Civil Engineering Technicians**

Experienced applicants: **Competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Civil Engineering Technicians and Technologists work full-time, 42 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$9.00 - 17.75	\$13.00
New Hires, With Experience:	\$12.00 - 18.50	\$15.00
After Three Years With the Firm:	\$14.00 - 21.75	\$17.75

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: Small

OES Growth Projections: New jobs through 2001: 120

Separations to 2001: 100

*Total Openings: 220

New Job Growth Rate: 15.4%*. Projected growth is faster than the county-wide average of 13.7%*.

*7 year period 1994 through 2001.

Employer Outlook on Employment : Almost all responding employers project employment to grow over the next three years because of increased business and continued growth of the economy.

Employer Responses: 17 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 80

DENTAL HYGIENISTS

OES 329080

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

Alternate Job Titles: Registered Dental Hygienist, Board Certified Dental Hygienist

Related DOT Codes: 078.361-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all recent hires have a bachelor degree. A few have an associate degree.

Training: Many firms usually allow training to substitute for work related experience. Employers prefer applicants with 2 - 4 years of training and the required Dental Hygienist License from the State Board of Dental Examiners.

Experience: Many firms always require related work experience. They prefer to hire applicants with 1 - 2 years experience as a Dental Hygienist.

Skills rated "very important":

- Possession of a State Dental Hygienist License
- Oral communication skills
- Knowledge of clinical procedures
- Public contact and customer service skills
- Radiation safety certificate
- Ability to write legibly
- Knowledge of anesthesiology
- Ability to work independently
- Record keeping skills
- Ability to work on a team

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Dentist with additional education.

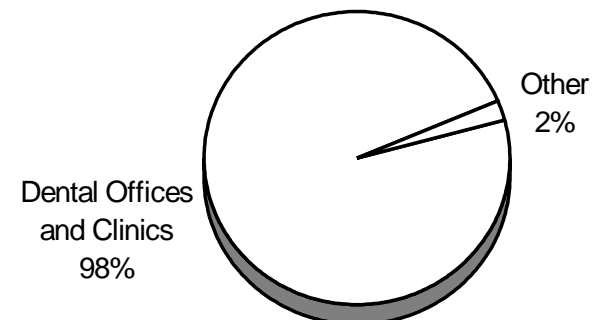
Nontraditional Occupation: No.
93% of workers in survey responses were female.

Turnover: Moderate, 15% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	92%
Dental Insurance:	92%
Vision Insurance:	25%
Life Insurance:	33%
Paid Sick Leave:	67%
Paid Vacation:	75%
Retirement Plan:	25%
Other: 401-K Plan	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, unsolicited applicants, employee referrals, other dental offices.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Dental Hygienists**
 Experienced applicants: **Competitive**
 Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Many work part-time 20 hours per week. Some Dental Hygienists work full-time, 39 hours per week.

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$25.00 - \$30.00	\$30.00
New Hires, With Experience:	\$30.00 - \$32.00	\$30.50
After Three Years With the Firm:	\$30.00 - \$32.00	\$31.00

* The wages above are typically paid on a per day basis according to industry trends.

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: Small
OES Growth Projections: New jobs through 2001: 380
Separations to 2001: 190
 *Total Openings: 570

New Job Growth Rate: 27.0%*. Projected growth is much faster than the county-wide average of 13.7%*.

*7 year period 1994 through 2001.

Employer Outlook on Employment : Most responding employers project employment to grow over the next three years.

Employer Responses: 15 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 80

ELECTRICAL and ELECTRONIC ASSEMBLERS

OES 939050

Electrical and Electronic Assemblers include assemblers who perform work at a level not requiring a high degree of precision. The occupation includes such occupations as Electronic Wires, Armature Connectors, Electric Motor Winders, Skein Winders, Carbon Brush Assemblers, Battery and Battery Parts Assemblers, Electric Sign Assemblers and Electrical and Electronic Subassemblers.

Alternate Job Titles: Electronics Solderer, Electronics Board Assemblers, Circuit Board Assembler

Related DOT Codes: 721.484-010, 726.261-010, 726.684-014, 726.684-018, 729.384-026, 729.684-022

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Most recent hires have a high school diploma or equivalent. A few have an associate degree or some college (but not necessarily a degree).

Training: Some firms usually allow training to substitute for work related experience. Employers prefer applicants with 3 - 12 months training in soldering, electronics assembly or reading schematics.

Experience: Many firms usually require related work experience. They prefer to hire applicants with 6 - 18 months experience as a solderer or electronics assembler.

Skills rated "very important":

- Ability to read and follow instructions
- Ability to do precision work
- Manual dexterity
- Soldering skills
- Ability to use hand tools
- Ability to do repetitive work
- Good eyesight and color vision
- Knowledge of electrical specifications
- Ability to work on a team
- Oral communication skills
- Ability to use measuring instruments
- Ability to use testing equipment
- Ability to concentrate for long periods of time
- Ability to work with a microscope

OCCUPATIONAL CHARACTERISTICS

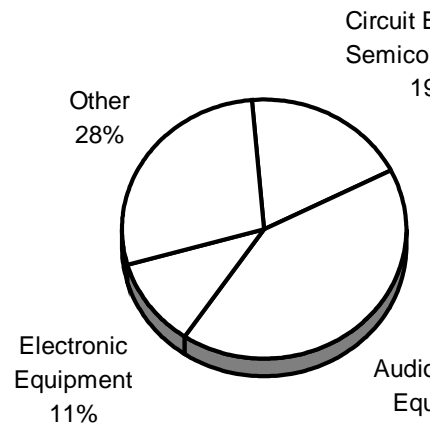
Career Ladders: Promote to: Lead Assembler, Supervisor, Quality Control Technician.

Nontraditional Occupation: No.
55% of workers in survey responses were female.

Turnover: Moderate, 11% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	93%
Dental Insurance:	71%
Vision Insurance:	43%
Life Insurance:	57%
Paid Sick Leave:	71%
Paid Vacation:	79%
Retirement Plan:	50%
Other: 401-K Plan	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referral, employment agency, in-house promotion or transfer, newspaper advertisements, unsolicited applicants.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Electrical and Electronic Assemblers**

Experienced applicants: **Competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Electrical and Electronic Assemblers work full-time, 40 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$5.50 - 8.00	\$6.25
New Hires, With Experience:	\$6.00 - 12.50	\$8.50
After Three Years With the Firm:	\$7.50 - 18.00	\$10.25

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: Large

OES Growth Projections: New jobs through 2001: 720

Separations to 2001: 660

*Total Openings: 1,380

New Job Growth Rate: 19.1%*. Projected growth is faster than the county-wide average of 13.7%*.

*7 year period 1994 through 2001.

Employer Outlook on Employment : Most responding employers project employment to grow over the next three years.

Employer Responses: 16 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 81

EMPLOYMENT INTERVIEWERS - Private or Public Employment Service

OES 215080

Employment Interviewers interview job applicants in an employment office and refer them to prospective employers for consideration. They record and evaluate various pertinent data, search application files, notify selected applicants of job openings, refer qualified applicants to prospective employers and contact employers to verify referral results and record data.

Alternate Job Titles: Staffing Specialist / Coordinator, Placement Specialist, Technical Recruiter, Case Manager

Related DOT Codes: 166.267-010, 205.362-014

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Many recent hires have some college (but not necessarily a degree). Some have a bachelor degree and a few have an associate degree.

Training: Most firms allow training to substitute for work experience. Employers prefer applicants with word processing, database and spreadsheet software skills. Some employers provide in-house training.

Experience: Many firms usually require related work related experience. They prefer applicants with 1 - 2 years as recruiters, human resources specialist or customer service representatives.

Skills rated "very important":

- Oral communication skills
- Public contact skills
- Ability to work under pressure
- Interviewing skills
- Ability to exercise tact in dealing with others
- Customer service skills
- Ability to evaluate employment skills
- Ability to solve problems
- Computer and Internet skills
- Ability to write effectively
- Record keeping skills
- Training to service the disabled
- Patience
- Cultural diversity training
- Organizational skills

OCCUPATIONAL CHARACTERISTICS

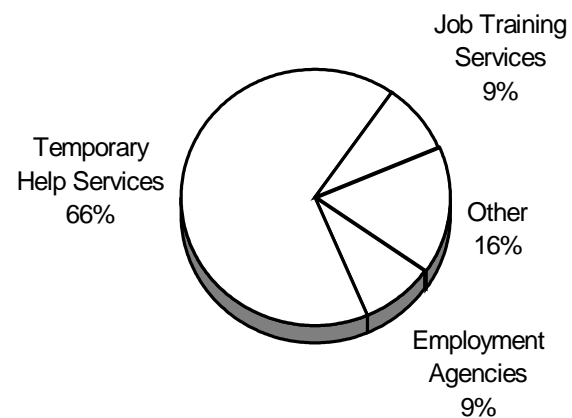
Career Ladders: Promote to: Supervisor, Sales Manager, Office / Branch Manager

Nontraditional Occupation: No.
62% of workers in survey responses were female.

Turnover: High, 47% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	Full-Time	Part-Time
Medical Insurance:	100%	7%
Dental Insurance:	93%	7%
Vision Insurance:	60%	0%
Life Insurance:	87%	7%
Paid Sick Leave:	93%	7%
Paid Vacation:	100%	7%
Retirement Plan:	67%	7%
Child Care:	13%	7%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

In-house promotion or transfer, newspaper advertisements, employee referral, unsolicited applicants, public school or program referrals, Employment Development Department.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Employment Interviewers**
Experienced applicants: Somewhat competitive
Inexperienced applicants: Somewhat competitive

HOURS AND WAGES

Average Weekly Hours: Most Employment Interviewers work full-time, 43 hours per week. Some work part-time 25 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.50 - 12.50	\$9.50
New Hires, With Experience:	\$8.00 - 14.50	\$11.00
After Three Years With the Firm:	\$10.00 - 16.75	\$12.75

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: Small
OES Growth Projections: New jobs through 2001: 190
Separations to 2001: 90
 *Total Openings: 280

New Job Growth Rate: 31.1%*. Projected growth is much faster than the county-wide average of 13.7%*.
 *7 year period 1994 through 2001.

Employer Outlook on Employment : Most responding employers project employment to grow over the next three years.

Employer Responses: 15 employers supplied data used in this analysis.

Education / Training: No formal education / training program for this occupation.

FIRST LINE SUPERVISORS and MANAGERS/SUPERVISORS - PRODUCTION & OPERATING WORKERS OES 810080

First Line Supervisors and Managers/Supervisors of Production and Operating Workers directly supervise and coordinate activities of production and operating workers, such as testers, precision workers, machine setters and operators, assemblers, fabricators or plant and system operators. Managers/Supervisors are generally found in smaller establishments where they perform both supervisory and management functions such as accounting, marketing and personnel work. In addition they may also engage, in part, in the same production work as the workers they supervise. Does not include work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision.

Alternate Job Titles: Team Coaches, Group Leaders, Pre-press Production Supervisors

Related DOT Codes: 539.137-014, 699.130-010, 726.130-010, 806.131-042, 979.131-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Most recent hires have a bachelor degree. Few have either some college (but not necessarily a degree) or an associate degree.

Training: Almost all firms never allow training to substitute for work experience. Employers usually train and promote from within the company after on-the-job training. Employers prefer applicants with word processing, spreadsheet, database, desktop publishing software skills.

Experience: Many firms always require related work experience. They prefer to hire applicants with 2 - 5 years experience as a manufacturing supervisor or manager.

Skills rated "very important":

- Ability to read and follow instructions
- Oral communication skills
- Interpersonal skills
- Ability to motivate employees
- Organizational skills
- Ability to plan and direct production activities
- Ability to handle a variety of tasks
- Knowledge of production methods and procedures
- Ability to hire and train staff
- Business math skills
- Ability to establish quality control standards
- Ability to coordinate activities with other departments
- Ability to solve employee grievances
- Ability to write reports
- Knowledge of inventory control techniques
- Ability to meet deadlines
- Statistical analysis

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Plant Supervisor, Plant Manager.

Nontraditional Occupation: No.
32% of workers in survey responses were female.

Turnover: Moderately low, 8% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

Industry - Percent Employing

- Aircraft Parts and Equipment
- Clothing and Apparel Production
- Electronic Component Production
- Electronic Equipment Manufacturing
- Industrial Equipment Manufacturing
- Medical Instrument Manufacturing
- Publications and Commercial Printing
- Radio & Television Equipment
- Ship Building and Repair
- Sporting and Athletic Goods

FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	81%
Life Insurance:	81%
Paid Sick Leave:	94%
Paid Vacation:	100%
Retirement Plan:	69%
Other: 401-K Plan, Profit Sharing, Stock Options, Educational Reimbursement	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

In-house promotion or transfer, newspaper advertisements, web site and internet.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		X
A Little Difficult	X	
Not Difficult		

Job Market for: **Production Supervisor / Manager**
Experienced applicants: **Competitive**
Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: All Production Supervisor / Managers work full-time, 43 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$8.50 - 20.25	\$14.00
New Hires, With Experience:	\$9.00 - 26.25	\$15.25
After Three Years With the Firm:	\$11.00 - 32.25	\$17.50

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: Large

OES Growth Projections: New jobs through 2001: 420

Separations to 2001: 460

*Total Openings: 880

New Job Growth Rate: 14.1%*. Projected growth is about equal to the county-wide average of 13.7%*

*7 year period 1994 through 2001.

Employer Outlook on Employment : Many responding employers project employment to grow over the next three years.

Employer Responses: 16 employers supplied data used in this analysis.

Education / Training: No formal education or training program for this occupation.

GENERAL OFFICE CLERKS

OES 553470

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation and filing. Does not include workers whose duties are narrowly defined.

Alternate Job Titles: Office Clerks, Office Assistants

Related DOT Codes: 209.562-010, 219.362-010, 245.362-014

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Many recent hires have a high school diploma or equivalent, or some college (but not necessarily a degree).

Training: Most firms sometimes allow training to substitute for work experience. Employers prefer applicants with 1 year of training for a typing certificate and operation of office equipment. Employers prefer applicants with word processing, database and spreadsheet software skills.

Experience: Some firms sometimes require related work experience. They prefer to hire applicants with one year experience as a receptionist or clerical assistant.

Skills rated "very important":

- Ability to read and follow instructions
- Oral communication skills
- Ability to operate office machines
- English, grammar, spelling, punctuation skills
- Problem solving skills
- Alphabetic and numerical filing skills
- Ability to work under pressure
- Telephone answering skills
- Public contact skills
- Ability to do basic math
- Computer and typing skills
- Customer service skills
- Ability to keep accurate notes and records
- Ability to meet deadlines
- Ability to work well with others

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Administrative Secretary, Senior Office Clerk / Specialist

Nontraditional Occupation: No.
87% of workers in survey responses were female.

Turnover: High, 31% in the past 12 months.

Unionization: Yes. 13% of employers and 19% of employees surveyed.

WHERE THE JOBS ARE

Industry -

- Business Services
- Civic and Social Organizations
- Government Agencies
- Hospitals & Medical Offices
- Legal Services
- Retail Stores
- Schools and Colleges

FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	94%
Dental Insurance:	94%
Vision Insurance:	69%
Life Insurance:	81%
Paid Sick Leave:	75%
Paid Vacation:	88%
Retirement Plan:	69%
Child Care:	6%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper Advertisements, in-house promotion or transfer, employee referrals, unsolicited applicants, public school or program referrals.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **General Office Clerks**

Experienced applicants: **Competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Many General Office Clerks work full-time, 40 hours per week. Some work part-time 25 hours per week or on a temporary basis 28 hours per week.

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$5.25 - 10.75	\$7.25
New Hires, With Experience:	\$5.25 - 10.75	\$8.25
After Three Years With the Firm:	\$7.00 - 11.75	\$9.50

*Includes union and non-union wages.

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: Very large

OES Growth Projections: New jobs through 2001: 1,760

Separations to 2001: 4,300

*Total Openings: 6,060

New Job Growth Rate: 7.0%*. Projected growth is slower than the county-wide average of 13.7%*.

*7 year period 1994 through 2001.

Employer Outlook on Employment : Most responding employers project employment to remain stable over the next three years.

Employer Responses: 16 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 81

LEGAL SECRETARIES

OES 551020

Legal Secretaries prepare legal papers and correspondence of a legal nature, such as summonses, complaints, motions and subpoenas. They must be familiar with legal terminology, procedures and documents, as well as legal research and may review law journals and other legal publications to identify court decisions pertinent to pending cases and submit articles to company officials.

Alternate Job Titles: None

Related DOT Codes: 201.362-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Many recent hires have some college (but not necessarily a degree) or an associate degree.

Training: Many firms never allow training to substitute for work experience. Employers prefer applicants with 1 - 2 years legal secretarial training including word processing software skills.

Experience: Most firms usually require related work experience. They prefer applicants with 1 - 2 years prior legal secretary experience.

Skills rated "very important":

- Ability to type 60 words per minute
- Ability to use word processing software
- Ability to work under pressure and meet deadlines
- Ability to read and follow instructions
- Oral communication skills
- Telephone answering skills
- Ability to follow law office procedures
- Ability to maintain an appointment calendar
- Interpersonal skills
- Ability to operate a transcribing machine
- Public contact and customer service skills
- Ability to write legibly
- Organizational skills
- Flexibility
- Internet or on-line research skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Paralegal with education.

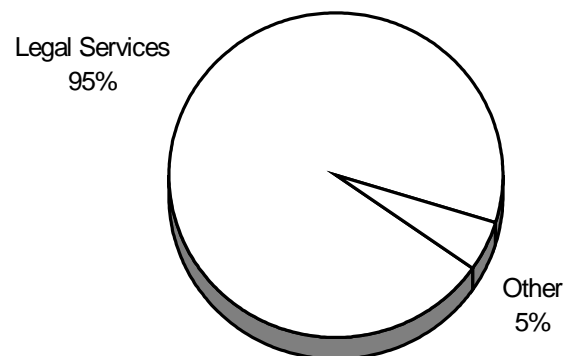
Nontraditional Occupation: No.
97% of workers in survey responses were female.

Turnover: Moderate, 16% in the past 12 months.

Unionization: Yes. 6% of employers surveyed and 3% of employees.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	89%
Dental Insurance:	72%
Vision Insurance:	44%
Life Insurance:	61%
Paid Sick Leave:	89%
Paid Vacation:	94%
Retirement Plan:	56%
Other: 401-K Plan	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, employee referrals, in-house promotion or transfer, unsolicited applicants, employment agencies, trade publications or legal newspapers.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		X
A Little Difficult	X	
Not Difficult		

Job Market for: **Legal Secretaries**

Experienced applicants: **Competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Legal Secretaries work full-time, 38 hours per week.

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$7.00 - 17.25	\$13.25
New Hires, With Experience:	\$9.00 - 21.75	\$14.75
After Three Years With the Firm:	\$14.00 - 24.25	\$17.25

*Includes union and non-union wages.

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: Medium

OES Growth Projections: New jobs through 2001: 370

Separations to 2001: 330

*Total Openings: 700

New Job Growth Rate: 14.5%*. Projected growth is about average when compared to the county-wide average of 13.7%*

*7 year period 1994 through 2001.

Employer Outlook on Employment : Most responding employers project employment to remain stable over the next three years.

Employer Responses: 18 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 83

MAINTENANCE REPAIRERS, GENERAL UTILITY

OES 851320

Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors or stairs.

Alternate Job Titles: Maintenance Workers, Maintenance Engineers

Related DOT Codes: 899.261-014, 899.381-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Most recent hires have some college (but not necessarily a degree). A few have a high school diploma or equivalent.

Training: Many employers never allow training to substitute for work-related experience.

Experience: Almost all firms usually require related work experience. Employers prefer applicants with 2 - 4 years prior experience as a maintenance repairer.

Skills rated "very important":

- Ability to read and follow instructions
- Ability to lift 50 lbs.
- Troubleshooting skills
- Ability to work independently
- Oral communication skills
- Heating / air conditioning repair skills
- Minor electrical repair skills
- Minor plumbing skills
- Minor carpentry skills
- Minor painting skills
- Ability to work on a team
- Customer service skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Maintenance Lead or Supervisor.

Nontraditional Occupation: Yes.
7% of workers in survey responses were female.

Turnover: Moderate, 20% in the past 12 months.

Unionization: Yes.
27% of employers surveyed were unionized.
42% of employees were unionized.

WHERE THE JOBS ARE

Industry -

- Amusement and Recreational Parks
- Building Maintenance and Repair Services
- Construction Contractors
- Government Facilities
- Hospitals
- Hotels & Motels
- Office Buildings and Industrial Parks
- Schools and Colleges
- Shopping Centers
- Utility Companies

FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	67%
Life Insurance:	80%
Paid Sick Leave:	80%
Paid Vacation:	93%
Retirement Plan:	27%
Other: 401-K Plan	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, unsolicited applicants, employee referrals, in-house promotion or transfer.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		X
A Little Difficult	X	
Not Difficult		

Job Market for: **Maintenance Repairers**

Experienced applicants: **Competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all General Utility Maintenance Repairers work full-time, 40 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience: Union:	\$6.50 - 12.25 \$5.75 - 12.00	\$8.00 \$8.50
New Hires, With Experience: Union:	\$7.75 - 17.00 \$6.50 - 14.25	\$10.00 \$9.00
After Three Years With the Firm: Union:	\$9.00 - 18.00 \$8.75 - 19.75	\$15.00 \$13.50

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: Very large

OES Growth Projections: New jobs through 2001: 1,710

Separations to 2001: 1,510

*Total Openings: 3,220

New Job Growth Rate: 17.3%*. Projected growth is faster than the county-wide average of 13.7%*.

*7 year period 1994 through 2001.

Employer Outlook on Employment : Most responding employers project employment to remain stable over the next three years.

Employer Responses: 15 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 83

MEDICAL RECORDS TECHNICIANS

OES 329110

Medical Records Technicians compile and maintain medical records of hospital and clinic patients.

Alternate Job Titles: Medical Records Clerks

Related DOT Codes: 079.362-014

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: All recent hires have a high school diploma or equivalent.

Training: Many firms sometimes allow training to substitute for work experience. Employers prefer applicants with 6 - 12 months of training in medical office procedures or medical records technology. Employers prefer applicants with word processing and database computer software skills.

Experience: Almost all firms sometimes require related work experience. They tend to hire applicants with 6 - 12 months as an office clerk, filing clerk or records clerk.

Skills rated "very important":

- Ability to concentrate and do accurate work
- Ability to pay close attention to detail
- Ability to handle confidentiality of records
- Excellent alpha numeric filing skills
- Oral communication skills
- Ability to read and follow instructions
- Ability to communicate with doctors and staff
- Ability to write legibly
- Data entry and retrieval skills
- Ability to work independently
- Ability to work under pressure
- Computer skills
- Organizational skills
- Ability to work on a team and with others
- Ability to move heavy file carts

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Receptionist
Administrative Assistant, Patient Services Representative.

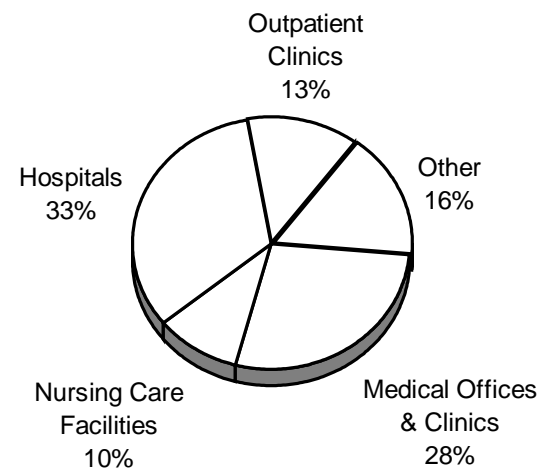
Nontraditional Occupation: No.
81% of workers in survey responses were female.

Turnover: High, 39% in the past 12 months.

Unionization: Yes.
7% of employers surveyed were unionized
14% of employees were unionized

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	93%
Dental Insurance:	93%
Vision Insurance:	43%
Life Insurance:	93%
Paid Sick Leave:	93%
Paid Vacation:	86%
Retirement Plan:	71%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

In-house promotion or transfer, unsolicited applicants, employee referral, newspaper advertisements, Employment Development Department, private school referrals, public school or program referrals.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		X
A Little Difficult	X	
Not Difficult		

Job Market for: **Medical Records Technicians**
Experienced applicants: **Competitive**
Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Most Medical Records Technicians work full-time, 40 hours per week. Some work part-time 24 hours per week.

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$5.25 - 13.75	\$7.25
New Hires, With Experience:	\$5.75 - 16.00	\$8.25
After Three Years With the Firm:	\$6.50 - 21.00	\$9.50

* Includes union and non-union wages

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: Small
OES Growth Projections: New jobs through 2001: 170
Separations to 2001: 90
 *Total Openings: 260

New Job Growth Rate: 25.8%*. Projected growth is much faster than the county-wide average of 13.7%*.

*7 year period 1994 through 2001.

Employer Outlook on Employment : Most responding employers project employment to remain stable over the next three years.

Employer Responses: 15 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 84

NURSE AIDES

OES 660080

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays and feeding patients. Nurse Aides may be called Assistants, Attendants or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment and relieving nurses of heavier work. Does not include Psychiatric Aides and Home Health Aides.

Alternate Job Titles: Certified Nurse Aide, Nurse Attendant, Patient Care Giver

Related DOT Codes: 355.674-014

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Most recent hires have a high school diploma or equivalent. A few have some college (but not necessarily a degree).

Training: Many firms never allow training to substitute for work experience but require 12 months training to complete a Certified Nurse Assistant program. License and certification is obtained through Department of Health Services. Employers prefer applicants with word processing, spreadsheet and database software skills.

Experience: Many firms usually require related work experience. They prefer applicants with 1 - 2 years experience as an Acute Care Giver, Nurse Assistant or Certified Nurse Assistant.

Skills rated "very important":

- Observation skills
- Ability to read and follow instructions
- Oral communication skills
- Ability to take vital signs
- Ability to write legibly
- Ability to provide personal services to patients
- Ability to lift and move patients
- Ability to perform CPR
- Knowledge of preventing infection (asepsis)
- Record keeping skills
- Nurses Aide Certification
- Ability to handle crisis situations
- Caring approach to patients
- Dependability and reliability
- Computer skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: with education, Medical Assistant, Licensed Vocational Nurse or Registered Nurse.

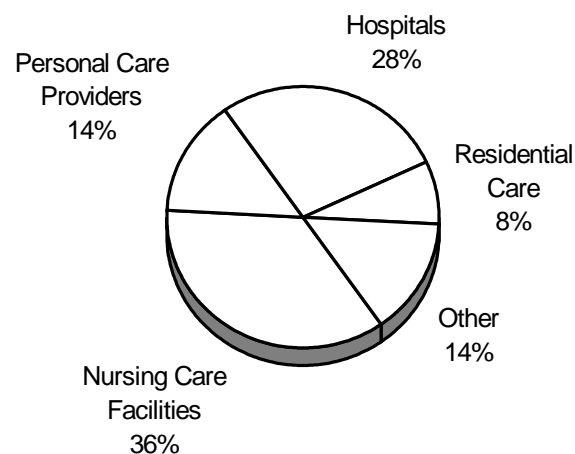
Nontraditional Occupation: No.
83% of workers in survey responses were female.

Turnover: High, 57% in the past 12 months.

Unionization: Yes. 13% of employers and 14% of employees surveyed.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	Full-Time	Part-Time
Medical Insurance:	100%	25%
Dental Insurance:	88%	25%
Vision Insurance:	81%	25%
Life Insurance:	81%	13%
Paid Sick Leave:	69%	25%
Paid Vacation:	100%	25%
Retirement Plan:	69%	25%
Other: 401-K Plan		

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Unsolicited applicants, newspaper advertisements, employee referrals, in-house promotion or transfer, public school or program referrals, private school referrals, Employment Development Department.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Nurse Aides**

Experienced applicants: **Competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Many Nurse Aides work full-time, 39 hours per week. Some work part-time 21 hours per week and a few work on a temporary basis 15 hours per week.

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$5.25 - 11.00	\$7.00
New Hires, With Experience:	\$6.25 - 11.00	\$7.50
After Three Years With the Firm:	\$7.00 - 13.00	\$9.00

* Includes union and non-union wages

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: Very large

OES Growth Projections: New jobs through 2001: 990

Separations to 2001: 840

*Total Openings: 1,830

New Job Growth Rate: 12.7%*. Projected growth is about average when compared to the county-wide average of 13.7%*

*7 year period 1994 through 2001.

Employer Outlook on Employment : Most responding employers project employment to grow over the next three years because of increased patient load and expanding facilities.

Employer Responses: 16 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 84

OPERATING ENGINEERS (Heavy Equipment Operators)

OES 979560

Operating Engineers operate several types of power construction equipment, such as compressors, pumps, hoists, derricks, cranes, shovels, tractors, scrapers, or motor graders to excavate, move and grade earth, erect structures, or pour concrete or other hard surface paving. They may repair and maintain equipment in addition to other duties. Does not include workers who specialize in operation of a single type of heavy equipment such as bulldozer or crane.

Alternate Job Titles: Equipment Operator, Heavy Equipment Operator

Related DOT Codes: 859.683-010, 859.683-014

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Most recent hires have a high school diploma or equivalent. Some have attended college (but not necessarily obtained a degree).

Training: Many firms allow training to substitute for work experience. Employers prefer applicants with 12 - 18 months apprenticeship training, (union or non-union) leading to certification as a Heavy Equipment Operator.

Experience: Most firms always require related work experience. They prefer applicants with 2 - 3 years experience as Laborers, Graders, Shovel and Backhoe Operators.

Skills rated "very important":

- Knowledge of safe operating procedures
- Good eye-hand-foot coordination
- Oral communication skills
- Ability to judge distances
- Good sense of balance
- Ability to read and follow instructions
- Ability to tolerate a noisy working environment
- Mechanical aptitude
- Knowledge of earth excavation techniques
- Ability to withstand weather extremes
- Ability to tolerate fumes and odors
- Ability to repair engine and perform routine maintenance
- Critical thinking
- Operating computerized equipment

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Supervisor, Foreman

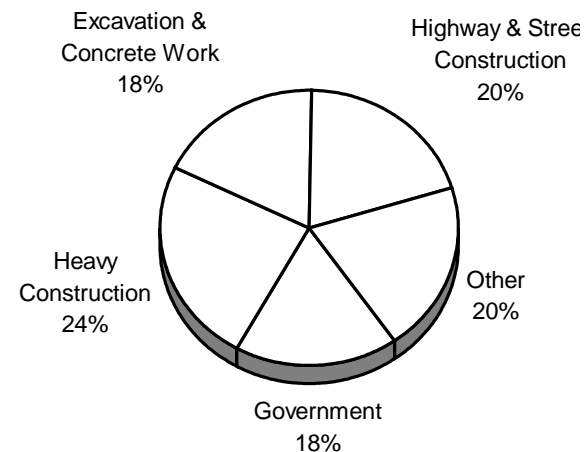
Nontraditional Occupation: Yes.
5% of workers in survey responses were female.

Turnover: Very low, 4% in the past 12 months.

Unionization: Yes. 31% of employers and 14% of employees surveyed.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	90%
Vision Insurance:	80%
Life Insurance:	40%
Paid Sick Leave:	10%
Paid Vacation:	90%
Retirement Plan:	70%
Other: 401-K Plan	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Unsolicited applicants, employee referrals, newspaper advertisements.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Operating Engineers (Heavy Equipment Operators)**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Operating Engineers work full-time, 42 hours per week.

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$8.00 - 16.00	\$12.75
New Hires, With Experience:	\$12.00 - 22.50	\$16.00
After Three Years With the Firm:	\$16.00 - 33.00	\$20.00

* Includes union and non-union wages

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: Small

OES Growth Projections: New jobs through 2001: 180

Separations to 2001: 150

*Total Openings: 330

New Job Growth Rate: 18.4%*. Projected growth is faster than the county-wide average of 13.7%*.

*7 year period 1994 through 2001.

Employer Outlook on Employment : Many responding employers project employment to grow over the next three years because of new construction contracts.

Employer Responses: 16 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 84

PARALEGAL PERSONNEL

OES 283050

Paralegal Personnel assist lawyers by doing research in the preparation of lawsuits and/or legal documents as a career professional, usually having either a four-year college degree or a degree from an institute specializing in the paralegal profession. They may gather research data for use as evidence to formulate defense or to initiate legal action.

Alternate Job Titles: None

Related DOT Codes: 119.267-026

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Many recent hires have either a bachelor degree or an associate degree.

Training: Some firms sometimes allow training to substitute for work experience. Employers prefer applicants with 1 - 2 years of paralegal training who have word processing, database and spreadsheet computer software skills.

Experience: Many firms always require related work experience. They prefer applicants with 2 - 3 years prior experience as a paralegal.

Skills rated "very important":

- Ability to read and follow instructions
- Ability to comprehend legal information
- Ability to use a computer
- Oral communication skills
- Ability to work on a team
- Knowledge of legal terminology
- Knowledge of court proceedings
- Ability to work independently
- Problem solving skills
- Record keeping skills
- Certification as a Legal Assistant
- Ability to write effectively
- Willingness to work overtime and irregular hours
- Interpersonal skills
- On-line research skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Attorney with additional education and passing the Bar Exam.

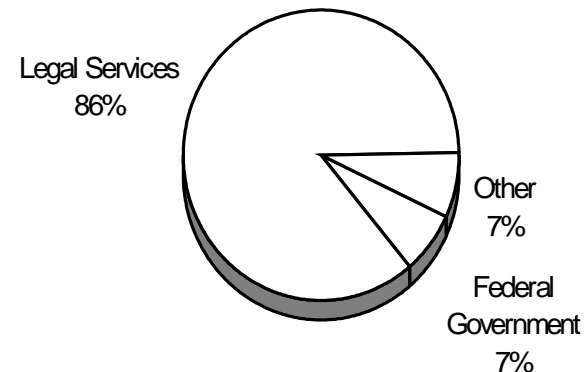
Nontraditional Occupation: No.
89% of workers in survey responses were female.

Turnover: Moderately low, 8% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	75%
Vision Insurance:	56%
Life Insurance:	75%
Paid Sick Leave:	94%
Paid Vacation:	94%
Retirement Plan:	63%
Other: 401-K Plan	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, employee referrals, private employment agencies, in-house promotion or transfer, Paralegal Association.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		X
A Little Difficult	X	
Not Difficult		

Job Market for: **Paralegal Personnel**

Experienced applicants: **Competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Paralegal Personnel work full-time, 40 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$9.00 - 15.50	\$13.00
New Hires, With Experience:	\$12.75 - 20.50	\$15.75
After Three Years With the Firm:	\$15.00 - 24.00	\$19.00

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: Small

OES Growth Projections: New jobs through 2001: 130

Separations to 2001: 50

*Total Openings: 180

New Job Growth Rate: 18.1%*. Projected growth is faster than the county-wide average of 13.7%*.

*7 year period 1994 through 2001.

Employer Outlook on Employment : Most responding employers project employment to remain stable over the next three years.

Employer Responses: 16 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 84

PUBLIC RELATIONS MANAGERS

Sub part of OES 130110

Public Relations Managers plan, organize and direct public relations activities to create and maintain a favorable public image of an organization through development and communication of information designed to keep the public informed of employer's programs, accomplishments, or point of view. They prepare and distribute fact sheets, news releases, photographs, scripts, motion picture or tape recordings to media representatives and other persons interested in learning about or publicizing an employer's activities or message. They purchase advertising space and time, conduct public contact programs, promote good will through such publicity efforts as: public speeches, exhibits, films, tours and question / answer sessions. They may represent employer at public, social and business gatherings. They may direct the activities of subordinates.

Alternate Job Titles: Account Executive, Public Relations Specialist

Related DOT Codes: 163.117-022, 164.117-010, 164.167-010, 165.167-014

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all recent hires have a bachelor degree.

Training: Many firms sometimes allow training to substitute for work experience. Employers prefer applicants with 1 - 2 years training as a journalist or experience from a public relations internship and having word processing, database, spreadsheet, desktop publishing and internet software skills.

Experience: Many firms sometimes require related work experience. They prefer applicants with 1 - 2 years as an Account Executive or Public Relations Assistant.

Skills rated "very important":

- Effective writing skills
- Ability to read and follow instructions
- Ability to maintain good customer relations
- Oral communication skills
- Ability to meet deadlines
- Public speaking skills
- Ability to supervise or manage multiple priorities
- Ability to handle unexpected situations
- Ability to develop and implement company marketing plan
- Ability to direct promotion of special events
- Customer service skills

OCCUPATIONAL CHARACTERISTICS

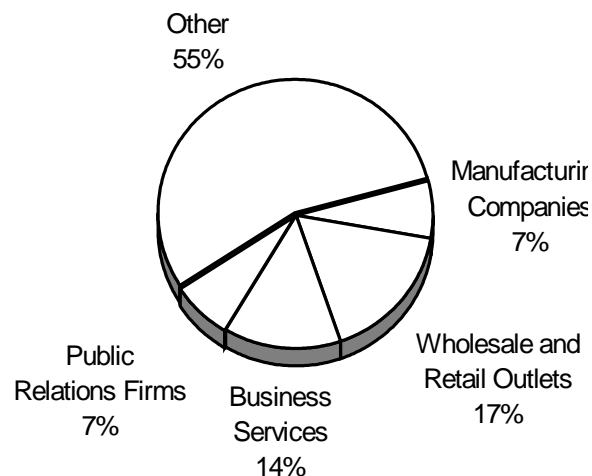
Career Ladders: Promote to: Account Executive, Supervisor.

Nontraditional Occupation: No.
57% of workers in survey responses were female.

Turnover: Moderate, 16% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	100%
Dental Insurance:	62%
Vision Insurance:	46%
Life Insurance:	54%
Paid Sick Leave:	77%
Paid Vacation:	85%
Retirement Plan:	38%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, employee referrals, in-house promotion or transfer, unsolicited applicants, professional organizations, job hotlines

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		X
A Little Difficult	X	
Not Difficult		

Job Market for: **Public Relations Managers**

Experienced applicants: **Competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Public Relations Managers work full-time, 43 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$8.00 - 14.50	\$9.75
New Hires, With Experience:	\$9.00 - 20.50	\$13.25
After Three Years With the Firm:	\$13.75 - 24.00	\$18.00

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: Large

OES Growth Projections: New jobs through 2001: 960

Separations to 2001: 700

*Total Openings: 1,660

Openings for Public Relations Managers are included in the general classification of Marketing, Advertising and Public Relations Managers.

New Job Growth Rate: 21.3%*. Projected growth is much faster than the county-wide average of 13.7%*.

*7 year period 1994 through 2001.

Employer Outlook on Employment : Many responding employers project employment to grow over the next three years.

Employer Responses: 15 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 85

REGISTERED NURSES

OES 325020

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty and surgical nurses. Licensing or registration is required. Does not include Nursing Instructors and Teachers.

Alternate Job Titles: Clinical Nurse

Related DOT Codes: 075.124-010, 075.264-010, 075.364-010, 075.371-010,

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Most recent hires have an associate degree; some have a bachelor degree.

Training: Many firms sometimes allow training to substitute for work experience. They prefer applicants with 2 - 4 years training, a CPR Certificate and a license from the State Board of Registered Nursing.

Experience: Most firms always require related work experience. They prefer to hire applicants with 2 - 3 years nursing experience.

Skills rated "very important":

- Ability to handle crisis situations
- Ability to work under pressure
- Problem solving skills
- Ability to read and follow instructions
- Ability to take vital signs
- Ability to provide personal services to patients
- Documentation and record keeping skills
- Ability to work on a team
- Record keeping skills
- Ability to move patients
- Willingness to work nights, weekends and irregular hours
- CPR and IV skills
- Knowledge of infection control (asepsis)
- Critical care and trauma skills
- Knowledge of operating room technology
- Ability to deal with pain and suffering
- Basic computer skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Nurse Supervisor, Unit Director, Director of Nursing.

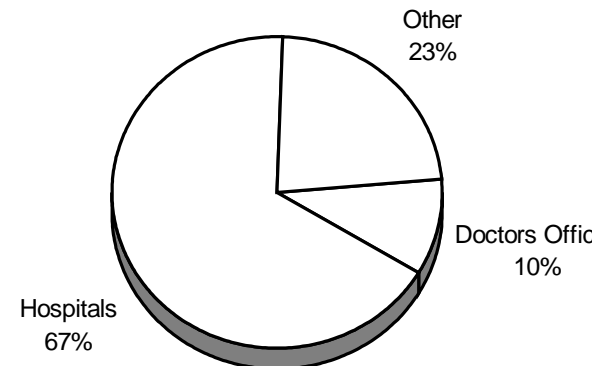
Nontraditional Occupation: No.
83% of workers in survey responses were female.

Turnover: Very low, 4% in the past 12 months.

Unionization: Yes. 13% of employers and 40% of employees surveyed.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	93%
Vision Insurance:	79%
Life Insurance:	86%
Paid Sick Leave:	93%
Paid Vacation:	86%
Retirement Plan:	79%
Child Care:	7%
Other: 401-K Plan	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, unsolicited applicants, employee referrals, in-house promotion or transfer, nurses registry, web site.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Registered Nurses**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Most Registered Nurses work full-time, 40 hours per week. Some work on a on-call basis 21 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$10.00 - 18.00	\$15.50
Union	\$15.00 - 16.00	\$15.50
New Hires, With Experience:	\$13.00 - 22.00	\$16.00
Union	\$16.75 - 17.00	\$17.00
After Three Years With the Firm:	\$16.00 - 32.00	\$20.00
Union	\$18.50 - 19.75	\$19.25

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: Very large

OES Growth Projections: New jobs through 2001: 1,430

Separations to 2001: 1,550

*Total Openings: 2,980

New Job Growth Rate: 9.0%*. Projected growth is slower than the county-wide average of 13.7%*.

*7 year period 1994 through 2001.

Employer Outlook on Employment : Many responding employers project employment to remain stable and some expect to grow over the next three years because of the addition of new facilities.

Employer Responses: 15 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 86

STOCK CLERKS - SALES FLOOR

OES 490210

Sales Floor Stock Clerks receive, store and issue merchandise on the sales floor; stock shelves, racks, cases, bins and tables with merchandise; arrange displays of items to attract customers and may periodically take physical count of stock or check and mark merchandise.

Alternate Job Titles: Stock Crew Clerks, Replenishment Clerks

Related DOT Codes: 299.367-014, 299.677-014

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all recent hires have a high school diploma or equivalent. A few have some college (but not necessarily a degree).

Training: Most firms usually allow training to substitute for work experience and provide 1 - 3 months of on-the-job training.

Experience: Many firms never require related work experience. A few prefer applicants with 6 months previous experience as shipping and receiving clerks or cashiers.

Skills rated "very important":

- Ability to read and follow instructions
- Ability to stand for long periods of time
- Customer service skills
- Ability to stock shelves
- Oral communication skills
- Ability to work independently
- Ability to lift 50 lbs.
- Ability to write legibly
- Basic math skills
- Ability to work under pressure
- Willingness to work with close supervision
- Ability to bend, lift, squat
- Knowledge of shipping and receiving
- Organizational skills
- Work well with others

OCCUPATIONAL CHARACTERISTICS

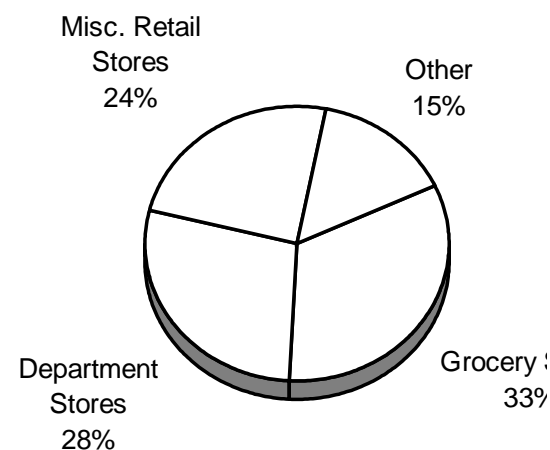
Career Ladders: Promote to: Cashier, Salesperson, Supervisor

Nontraditional Occupation: No.
47% of workers in survey responses were female.

Turnover: High, 58% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	87%
Vision Insurance:	53%
Life Insurance:	80%
Paid Sick Leave:	93%
Paid Vacation:	93%
Retirement Plan:	53%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referrals, newspaper advertisements, unsolicited applicants, in-house promotion or transfer, public school or program referrals, Employment Development Department, corporate recruiting, job fairs, sign in store window.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Stock Clerks - Sales Floor**

Experienced applicants: **Competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Most Stock Clerks - Sales Floor work full-time, 40 hours per week. Some work part-time 25 hours per week.

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$5.00 - 7.00	\$5.25
New Hires, With Experience:	\$5.25 - 8.00	\$6.00
After Three Years With the Firm:	\$5.50 - 9.50	\$7.25

*Data was collected prior to the minimum wage increase

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: Very large

OES Growth Projections: New jobs through 2001: 440

Separations to 2001: 1,030

*Total Openings: 1,470

New Job Growth Rate: 6.1%*. Projected growth is slower than the county-wide average of 13.7%*.

*7 year period 1994 through 2001.

Employer Outlook on Employment : Many responding employers project employment to remain stable over the next three years.

Employer Responses: 15 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 86

SURGICAL TECHNICIANS

OES 329280

Surgical Technicians assist the surgical team during surgical procedures and in the preparation for surgery. Under the direct supervision of a Registered Nurse they arrange sterile setups, count sponges, needles and instruments before and during surgery, check the operation of equipment and clean and restock the operating room. They may pass instruments and supplies to surgeons and may assist in transporting, positioning, prepping and draping patients for surgery. They may be known as surgical technologists. Does not include Surgical Assistants who perform such tasks as retracting tissue, suturing skin and suctioning blood during surgery.

Alternate Job Titles: Surgical Technologists, Operating Room Technicians

Related DOT Codes: 079.374-022

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Most recent hires have some college (but not necessarily a degree).

Training: Many firms sometimes allow training to substitute for work experience. Employers prefer applicants with 6 - 12 months training in operating room techniques and possess a Surgical Technician Certificate.

Experience: Many firms usually require related work experience. They prefer applicants with 12 - 15 months prior experience as a Surgical Technician or Licensed Vocational Nurse.

Skills rated "very important":

- Ability to follow oral technical instructions
- Ability to read and follow instructions
- Ability to work on a team
- Knowledge of infection control (asepsis)
- Knowledge of surgical instruments
- Ability to sterilize surgical instruments
- Ability to check surgical equipment for proper operation
- Ability to interact with patients and hospital staff
- Ability to handle crisis situations
- Oral communication skills
- Willingness to work nights, weekends and holidays
- Ability to inventory surgical instruments
- Knowledge of patient transferring techniques
- Knowledge of anatomy and physiology and pharmacology
- Ability to deal with trauma patients
- Ability to troubleshoot and repair video equipment

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Registered Nurse with additional education

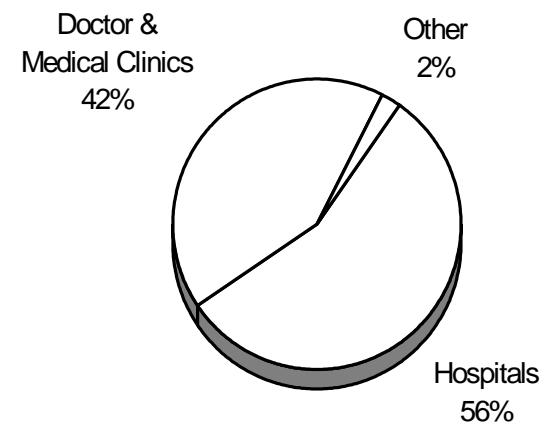
Nontraditional Occupation: No.
46% of workers in survey responses were female.

Turnover: High, 33% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	81%
Life Insurance:	100%
Paid Sick Leave:	94%
Paid Vacation:	100%
Retirement Plan:	88%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referrals, unsolicited applicants, public schools or program referrals, newspaper advertisements, in-house promotion or transfer, private school referrals, Employment Development Department.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Surgical Technicians**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Many Surgical Technicians work full-time, 42 hours per week. Some work on an on-call basis 23 hours per week. A few work part-time 20 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$8.50 - 12.75	\$10.50
New Hires, With Experience:	\$10.25 - 14.00	\$12.00
After Three Years With the Firm:	\$12.00 - 17.00	\$17.00

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: Small

OES Growth Projections: New jobs through 2001: 150

Separations to 2001: 50

*Total Openings: 200

New Job Growth Rate: 40.5%*. Projected growth is much faster than the county-wide average of 13.7%*.

*7 year period 1994 through 2001.

Employer Outlook on Employment : Most responding employers project employment to remain stable over the next three years.

Employer Responses: 16 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 86

SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING

OES 251020

Systems Analysts, Electronic Data Processing, analyze business, scientific and technical problems for application to electronic data processing systems. Does not include persons working primarily as engineers, mathematicians, programmers or scientists.

Alternate Job Titles: Programmer Analyst, Information Systems Analyst

Related DOT Codes: 030.167-014

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all recent hires have a bachelor degree.

Training: All reporting firms never allow training to substitute for work experience. Employers prefer applicants with word processing, spreadsheet, database and computer programming language skills.

Experience: Most firms always require related work experience. They prefer applicants with 2 - 4 years experience as a Network Analyst, Programmer Analyst or Systems Analyst.

Skills rated "very important":

- Ability to work on a team
- Ability to read and follow instructions
- Ability to think logically
- Ability to work independently
- Oral communication skills
- Knowledge of network systems
- Ability to analyze computer operational procedures
- Interpersonal skills
- Ability to evaluate computer systems
- Ability to identify data processing problems
- Ability to develop new information systems
- Knowledge of internet technology
- Ability to do technical writing and analysis
- Ability to prepare time and cost estimates
- Customer service skills
- Data management skills
- Computer programming skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Senior Analyst, Data Processing Manager.

Nontraditional Occupation: No.
30% of workers in survey responses were female.

Turnover: Moderately low, 9% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

Industry -

- Banks and Financial Institutions
- Computer Related Services
- Data Processing Services
- Engineering Services
- Government
- Hospitals
- Manufacturing Companies
- Research Institutions
- Schools and Colleges

FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	93%
Life Insurance:	100%
Paid Sick Leave:	100%
Paid Vacation:	100%
Retirement Plan:	93%
Other: 401-K Plan, Company Stock Options	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referrals, newspaper advertisements, industry publications, Career Center Network, web site, internet.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Somewhat Difficult	X	
A Little Difficult		
Not Difficult		

Job Market for: **System Analysts**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Little competition**

HOURS AND WAGES

Average Weekly Hours: All responding employers report System Analysts work full-time, 40 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$11.50 - 24.00	\$16.25
New Hires, With Experience:	\$13.00 - 26.25	\$17.75
After Three Years With the Firm:	\$14.00 - 31.25	\$20.50

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: Large

OES Growth Projections: New jobs through 2001: 2,210

Separations to 2001: 310

*Total Openings: 2,520

New Job Growth Rate: 52.5%*. Projected growth is much faster than the county-wide average of 13.7%*.

*7 year period 1994 through 2001.

Employer Outlook on Employment : Most responding employers project employment to grow over the next three years.

Employer Responses: 15 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 86

TECHNICAL WRITERS

OES 340050

Technical Writers write or edit technical materials, such as equipment manuals, appendices and operating and maintenance instructions. They may oversee the preparation of illustrations, photographs, diagrams and charts and assist in layout work.

Alternate Job Titles: Documentation Specialists, Publications Specialists

Related DOT Codes: 131.267-026

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: All recent hires have a bachelor degree.

Training: Almost all firms never allow training to substitute for work experience. Employers prefer applicants with word processing, desktop publishing, spreadsheet, database, and graphics animation software skills.

Experience: Almost all firms always require related work experience. They prefer applicants with 2 - 4 years experience as a technical writer.

Skills rated "very important":

- Word processing skills
- Ability to read and follow instructions
- Knowledge of good English and grammar
- Ability to work independently
- Ability to pay attention to detail
- Ability to edit written material of others
- Ability to interpret technical material
- Ability to read and evaluate written material
- Ability to layout materials for publication
- Ability to interview others for information
- Ability to read and understand catalogs and manuals
- Willingness to work long hours
- Ability to meet deadlines
- Ability to work on a team
- Interpersonal skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to; Senior Technical Writer, Supervisor

Nontraditional Occupation: No.
43% of workers in survey responses were female.

Turnover: Moderate, 14% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

Industry -

- Computer Related Services
- Engineering Services
- Government
- Help Supply Services
- Hospitals
- Manufacturing Companies
- Research Institutions
- Software Development Companies

FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	93%
Dental Insurance:	93%
Vision Insurance:	79%
Life Insurance:	86%
Paid Sick Leave:	93%
Paid Vacation:	100%
Retirement Plan:	86%
Other: 401-K Plan, Profit Sharing	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, employee referral, Career Center Network, web page, internet.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Technical Writers**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: All responding employers indicate Technical Writers work full-time, 42 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$10.00 - 22.00	\$15.00
New Hires, With Experience:	\$13.50 - 24.00	\$18.00
After Three Years With the Firm:	\$16.75 - 32.00	\$23.75

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: Small

OES Growth Projections: New jobs through 2001: 210

Separations to 2001: 150

*Total Openings: 360

New Job Growth Rate: 23.3%*. Projected growth is much faster than the county-wide average of 13.7%*.

*7 year period 1994 through 2001.

Employer Outlook on Employment : Most responding employers project employment to grow over the next three years.

Employer Responses: 15 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 87

TRAVEL AGENTS

OES 430210

Travel Agents plan entire trips for customers of their travel agency. Their duties include determining destinations, modes of transportation, travel dates, costs, accommodations required and planning, describing or selling itinerary package tours. Travel Agents may specialize in foreign or domestic service, individual or group travel, specific geographical area, airplane charters or package tours.

Alternate Job Titles: Leisure Travel Agent, Destinations Agent, Travel Consultant

Related DOT Codes: 252.152-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all recent hires have some college (but not necessarily a degree).

Training: Many firms sometimes allow training to substitute for work experience. Employers prefer applicants with 3 - 6 months vocational training at a private school or ROP and word processing and database computer software skills.

Experience: Many firms always require related work experience. They prefer applicants with 6 - 12 months experience in the hotel / motel, airline or tour industries.

Skills rated "very important":

- Telephone answering skills
- Public contact and customer service skills
- Oral communication skills
- Ability to read and follow instructions
- Ability to use a computer
- Ability to sit for long periods of time
- Ability to work independently
- Knowledge of Sabre / Apollo / World Span / System 1
- Knowledge of geography
- Record keeping skills
- Ability to write legibly
- Patience
- Reliability
- Interpersonal skills
- Ability to handle stress
- Positive attitude

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Tour Coordinator, Office Manager

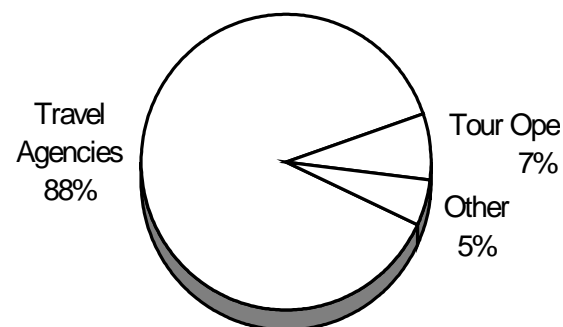
Nontraditional Occupation: No.
78% of workers in survey responses were female.

Turnover: Moderate, 12% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	81%
Dental Insurance:	56%
Vision Insurance:	19%
Life Insurance:	31%
Paid Sick Leave:	94%
Paid Vacation:	100%
Retirement Plan:	13%
Child Care:	6%
Other: Travel Benefits	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referrals, newspaper advertisements, public school or program referrals, private school referrals.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Travel Agents**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Travel Agents work full-time, 40 hours per week. Few work part-time 21 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.00 - 9.00	\$6.25
New Hires, With Experience:	\$7.00 - 11.50	\$9.00
After Three Years With the Firm:	\$8.00 - 15.00	\$11.00

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: Small

OES Growth Projections: New jobs through 2001: 190

Separations to 2001: 270

*Total Openings: 460

New Job Growth Rate: 13.5%*. Projected growth is about equal to the county-wide average is 13.7%*.

*7 year period 1994 through 2001.

Employer Outlook on Employment : Many responding employers project employment to grow over the next three years.

Employer Responses: 16 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 87

WAITERS and WAITRESSES (Banquet Servers)

Sub part of OES 650080

Waiters and Waitresses serve food and / or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as at tables. Banquet Waiters and Waitresses serve meals and drinks to patrons attending group functions such as banquets, weddings, ceremonies and other special events. Does not include workers who only work at counters.

Alternate Job Titles: Formal Waiter / Waitress, Banquet Waiter / Waitress, Servers

Related DOT Codes: 311.137-014, 311.477-026

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all recent hires have a high school diploma or equivalent. A few have some college (but not necessarily a degree).

Training: Many firms sometimes allow training to substitute for work experience. Employers usually provide on-the-job training for employees and require a county food handling card.

Experience: Many firms usually require related work experience. They prefer applicants with 1 year as a Waiter / Waitress or food / beverage handler.

Skills rated "very important":

- Possession of a county food handling card
- Public contact and customer service skills
- Willingness to work nights, weekends and holidays
- Ability to follow oral instructions
- Ability to read and follow instructions
- Ability to work on a team
- Ability to get along with co-workers
- Ability to work under pressure
- Oral communication skills
- Ability to stand for long periods of time
- Customer service skills
- Knowledge of wines
- Ability to perform table side saute
- Nice appearance and good grooming habits
- Ability to lift 40lbs / carry heavy trays

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Banquet Manager, Server Captain, Party Manager

Nontraditional Occupation: No.
45% of workers in survey responses were female.

Turnover: Very low, 2% in the past 12 months.

Unionization: Yes. 19% of employers and 60% of employees surveyed.

WHERE THE JOBS ARE

Industry - Percent Employing

- Caterers
- Hotels
- Upscale Restaurants

FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	92%
Vision Insurance:	42%
Life Insurance:	67%
Paid Sick Leave:	58%
Paid Vacation:	83%
Retirement Plan:	42%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referrals, newspaper advertisements.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Waiters and Waitresses (Banquet Servers)**

Experienced applicants: **Competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Many Waiters / Waitresses (Banquet Servers) work part-time, 24 hours per week. Some work on a temporary basis, 10 hours per week and a few work full-time 37 hours per week.

Hourly Wages	Range*	Median*
New Hires, No Experience: Union:	\$5.00 - 25.50 \$7.00 - 16.50	\$13.00 \$15.25
New Hires, With Experience: Union:	\$6.50 - 26.00 \$7.00 - 21.50	\$14.00 \$17.25
After Three Years With the Firm: Union:	\$8.00 - 28.00 \$8.50 - 24.50	\$17.00 \$20.25

* Combined base wage and estimated tips collected.

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: Very Large

OES Growth Projections: New jobs through 2001: 3,550

Separations to 2001: 6,340

*Total Openings: 9,890

New Job Growth Rate: 21.4%*. Projected growth is much faster than the county-wide average of 13.7%*.

*7 year period 1994 through 2001.

Openings for Banquet Waiters and Waitresses are included in the general classification of Waiters and Waitresses.

Employer Outlook on Employment : Most responding employers project employment to grow over the next three years.

Employer Responses: 16 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 87

WELDERS and CUTTERS

OES 939140

Welders and Cutters use flamecutting, hand, arc and gas welding equipment and gas torches to weld together metal components of such products as pipelines, automobiles, boilers and ships or join together components of fabricated sheet metal assemblies or cut, trim or scarf metal objects to dimensions as specified by layout, work orders or blueprints.

Alternate Job Titles: Arc Cutter, Arc Welder, Gas Welder, Welder Assembler, Shipfitters, Production Welders

Related DOT Codes: 810.384-010, 810.384-014, 810.664-010, 810.684-010, 811.684-014, 816.364-010,

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: All recent hires have a high school diploma or equivalent.

Training: Most firms sometimes allow training to substitute for work experience. Employers prefer applicants with 6 - 12 months training and possess a welding certificate.

Experience: Most firms always require related work experience. They prefer applicants with 4 - 5 years as a Pipefitter Helper, Machine Welder or Sheet Metal Worker.

Skills rated "very important":

- Ability to read and follow instructions
- Ability to work independently
- Ability to pass a work performance test
- Ability to do arc welding
- Ability to stand for long periods of time
- Ability to work in awkward positions or confined spaces
- Possession of a mechanical aptitude
- Ability to read blueprints
- Oral communication skills
- Ability to do precision work
- Ability to perform physically demanding tasks
- Knowledge of laser technology
- Knowledge of welding of welding engineering
- Operating computerized welding machines

OCCUPATIONAL CHARACTERISTICS

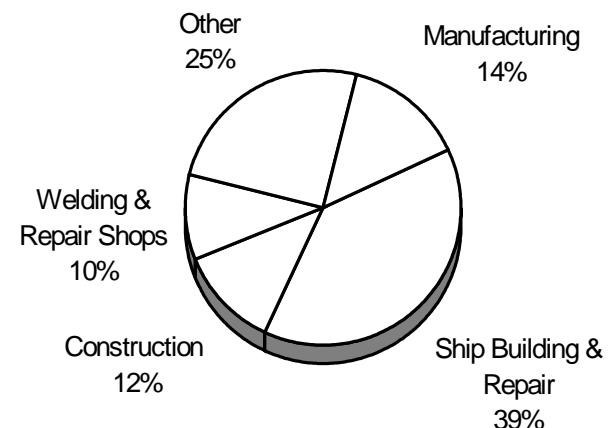
Career Ladders: Promote to: Lead Foreman, Supervisor

Nontraditional Occupation: Yes.
7% of workers in survey responses were female.

Turnover: Moderately high, 28% in the past 12 months.

Unionization: Yes. 25% of employers and 92% of employees surveyed.

WHERE THE JOBS ARE Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	93%
Dental Insurance:	79%
Vision Insurance:	57%
Life Insurance:	79%
Paid Sick Leave:	29%
Paid Vacation:	93%
Retirement Plan:	36%
Other: 401-K Plan, Profit Sharing, Union Retirement Plan	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referrals, newspaper advertisements, union hall referrals, job fairs, Employment Development Department, public school referrals, in-house promotion or transfer.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Welders and Cutters**
Experienced applicants: **Somewhat competitive**
Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: All responding employers indicate Welders and Cutters work full-time, 41 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience: Union:	\$5.50 - 15.00 \$7.25 - 12.00	\$7.00 \$10.00
New Hires, With Experience: Union:	\$8.00 - 20.00 \$11.00 - 13.25	\$12.00 \$12.50
After Three Years With the Firm: Union:	\$13.00 - 25.00 \$14.00 - 16.75	\$14.00 \$15.50

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: Medium
OES Growth Projections: New jobs through 2001: 430
Separations to 2001: 350
 *Total Openings: 780

New Job Growth Rate: 22.2%*. Projected growth is much faster than the county-wide average of 13.7%*.

*7 year period 1994 through 2001.

Employer Outlook on Employment : Most responding employers project employment to remain stable over the next three years.

Employer Responses: 16 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 88

This page intentionally left blank.

SAN DIEGO COUNTY 1998 OCCUPATIONAL OUTLOOK REPORT

ADDITIONAL OCCUPATIONAL PROFILES

AUTOMATED ASSEMBLYLINE TECHNICIANS

(No OES Code - Emerging Occupation)

Automated Assemblyline Technicians operate, program, maintain and repair automated machine tools and systems and automated manufacturing processes, including flexible manufacturing processes, Computerized Numerical Control Machines (CNC), robots and programmable logic controllers (PLC).

Alternate Job Titles: Production Specialists, Maintenance Technicians, Test Technicians, Electronic Technicians

Related DOT Codes: 609.360-010, 609.362-010, 630.281-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all recent hires have an associate degree.

Training: Most firms never allow training to substitute for work experience. Employers prefer applicants who have completed a 2 year associate degree program or finished a company on-the-job training program and have word processing and data base software skills.

Experience: Many firms usually require related work experience. They prefer applicants with 2 years experience as an Electronics Technician, Production or Equipment Technician.

Skills rated "very important":

- Ability to work on a team
- Ability to understand and follow safety procedures
- Ability to analyze and solve problems
- Ability to follow written instructions
- Manual dexterity
- Interpersonal skills
- Understanding of electronics systems
- Ability to use hand tools
- Ability to repair hydraulic and pneumatic systems
- Knowledge of sensor feedback principles and systems
- Shop math skills
- Knowledge of programmable logic controls (PLCs)
- Ability to use precision measuring equipment
- Welding or soldering ability
- Knowledge of CNC codes
- Troubleshooting skills
- Mechanical aptitude, good hand eye coordination
- Electrical and electronic knowledge

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Lead Technician, Senior Technician.

Nontraditional Occupation: Yes.
3% of workers in survey responses were female.

Turnover: Moderately low, 9% in the past 12 months.

Unionization: Yes. 7% of employers surveyed and 2% of employees.

WHERE THE JOBS ARE

Industry -

Manufacturing Companies

FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	93%
Dental Insurance:	93%
Vision Insurance:	80%
Life Insurance:	93%
Paid Sick Leave:	80%
Paid Vacation:	93%
Retirement Plan:	93%
Other: 401-K Plan, Profit Sharing, Educational Reimbursement	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

In-house promotion or transfer, newspaper advertisements, public school or program referrals, former military applicants, web page, employee referrals.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Automated Assemblyline Technicians**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: All responding employers indicate Automated Assemblyline Technicians work full-time, 44 hours per week.

Hourly Wages	Range *	Median *
New Hires, No Experience:	\$8.50 - 16.00	\$12.00
New Hires, With Experience:	\$10.50 - 18.00	\$15.00
After Three Years With the Firm:	\$12.00 - 24.00	\$19.75

*Union and nonunion wages included.

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: Small
OES Growth Projections: New jobs through 2001: 220
Separations to 2001: 220
 *Total Openings: 440

Openings for Automated Assembly Technicians are included in the general classification of Machinery Maintenance Mechanics, not elsewhere classified.

New Job Growth Rate: 20.0%*. Projected growth is faster than the county-wide average of 13.7%*.

*7 year period 1994 through 2001.

Employer Outlook on Employment : Many responding employers project employment to remain stable over the next three years.

Employer Responses: 15 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 78

BIOTECHNOLOGY LABORATORY ASSISTANTS

No OES Code - Emerging Occupation

Biotechnology Laboratory Assistants prepare solutions and perform laboratory procedures under the direction of a research assistant or scientist. They may be responsible for a wide variety of research laboratory tasks and experiments including: making detailed observations; analyzing data; interpreting results; writing experimental reports, summaries and protocols; trouble shooting and calibrating scientific instruments; maintaining production equipment; preparing glassware, reagents and culture media and care for research animals. They may be responsible for implementing analyses of raw materials in-process inspection and quality and control audits as well as the manufacture and packaging of products and the implementation of production procedures.

Alternate Job Titles: Laboratory Assistant, Research Assistant, Assistant Scientist

Related DOT Codes: 029.361-018, 559.361-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Many recent hires have either a bachelor degree or have some college (but not necessarily a degree).

Training: Many firms usually allow training to substitute for work experience. They prefer applicants with 12 months of academic lab training or internship and database and word processing software skills.

Experience: Many firms usually require related work experience. They prefer applicants with 6 - 24 months experience as a Lab Technician, Lab Assistant or Research Associate.

Skills rated "very important":

- Ability to maintain a clean working environment
- Ability to keep accurate records
- Knowledge of safe laboratory work procedures
- Ability to work on a team
- Ability to pay attention to detail
- Ability to follow written and oral instructions
- Interpersonal skills
- Problem solving skills
- Knowledge of basic laboratory equipment
- Organizational skills
- Knowledge of personal protective gear
- Ability to prepare media and make solutions
- Data entry skills
- Knowledge of inventory control techniques

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Group Leader, Assistant / Associate Scientist.

Nontraditional Occupation: No.
50% of workers in survey responses were female.

Turnover: Moderate, 15% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

Industry -

Biotechnology Research
Pharmaceutical Manufacturing

FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	100%
Dental Insurance:	90%
Vision Insurance:	60%
Life Insurance:	90%
Paid Sick Leave:	100%
Paid Vacation:	100%
Retirement Plan:	90%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, public school or program referrals, local college campus recruitment, employee referrals, private employment agencies.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	
Not Difficult		X

Job Market for: **Biotechnology Laboratory Assistants**

Experienced applicants: **Competitive**

Inexperienced applicants: **Very competitive**

HOURS AND WAGES

Average Weekly Hours: Most Biotechnology Laboratory Assistants work full-time, 41 hours per week. Some work part-time 20 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$5.75 - 12.50	\$8.25
New Hires, With Experience:	\$7.00 - 15.00	\$9.00
After Three Years With the Firm:	\$8.00 - 19.25	\$11.25

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: Small

OES Growth Projections: New jobs through 2001: 120

Separations to 2001: 130

*Total Openings: 250

Openings for Biotechnology Laboratory Assistants are part of the above projections for Physical Life Science Technicians, not elsewhere classified, as well as for OES titles; Biological Food Technicians, Medical, Clinical Laboratory Technologists and Medical, Clinical Laboratory Assistants.

New Job Growth Rate: 18.6%*. Projected growth is faster than the county-wide average of 13.7%*.

*7 year period 1994 through 2001.

Employer Outlook on Employment : Many responding employers project employment to remain stable over the next three years.

Employer Responses: 12 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 78

GRAPHIC ARTISTS

No OES Code

Graphic Artists draw or paint illustrations for use by various media to explain or adorn printed or spoken word. They study layouts or sketches of proposed illustrations and related materials to become familiar with assignment. They determine style, technique and medium best suited to produce desired effects and conform with reproduction requirements. They formulate a concept and render illustration and detail from models, sketches, memory and imagination. May discuss illustrations at various stages of completion and make changes as necessary. May select type, draw lettering and lay out material. May draw or paint graphic material and lettering to be used for title, background, screen advertising, commercial logo and other visual layouts for motion picture production and television programming.

Alternate Job Titles: Illustrator, Production Artist, Presentation Specialist

Related DOT Codes: 195.107-010, 195.367-034

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Many recent hires have an bachelor degree. Some have an associate degree or some college (but not necessarily a degree).

Training: Many firms never allow training to substitute for work experience. Employers prefer applicants with 2 years training in graphic design and in desktop publishing software skills (Adobe Illustrator, Corel Draw, PageMaker, Photoshop, Quark Express) and word processing and graphic design.

Experience: Many firms always require related work experience. They prefer applicants with 2 - 3 years experience as Graphic Designers, Graphic Technicians or Layout Artists.

Skills rated "very important":

- Ability to read and follow instructions
- Ability to meet deadlines
- Ability to work independently and on a team
- Creativity
- Oral communication skills
- Customer service skills
- Ability to use computer drawing software
- Ability to do graphic design
- Artistic skills: airbrushing, drawing, painting, paste up, photo editing
- Good color vision
- Knowledge of color separation
- Photo retouching
- Interactive design
- Ability to do quality work

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Art Director, Design / Marketing Manager.

Nontraditional Occupation: No.
59% of workers in survey responses were female.

Turnover: Moderate, 16% in the past 12 months.

Unionization: Yes. 5% of employers surveyed and 8% of employees.

WHERE THE JOBS ARE

Industry -

- Advertising Agencies
- Cable and Television Broadcast Stations
- Colleges and Universities
- Commercial Art and Graphic Design Services
- Commercial Printers
- Manufacturing Companies
- Newspaper, Book and Periodical Publishers
- Web Site Design Companies

FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	78%
Dental Insurance:	61%
Vision Insurance:	39%
Life Insurance:	56%
Paid Sick Leave:	67%
Paid Vacation:	94%
Retirement Plan:	50%
Other: 401-K Plan, Stock Options	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referrals, newspaper advertisements, job hotline

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Graphic Artists**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Graphic Artists work full-time, 41 hours per week.

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$6.00 - 14.75	\$10.00
New Hires, With Experience:	\$8.00 - 17.25	\$11.50
After Three Years With the Firm:	\$10.00 - 22.00	\$13.00

*Union and non-union wages included.

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: Small
OES Growth Projections: New jobs through 2001: 170
Separations to 2001: 110
 *Total Openings: 280

Openings for Graphic Artists are included in the general classification of Artists and Related Workers.

New Job Growth Rate: 23.0%*. Projected growth is much faster than the county-wide average of 13.7%*.

*7 year period 1994 through 2001.

Employer Outlook on Employment : Most responding employers project employment to grow over the next three years.

Employer Responses: 21 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 82

IMPORT / EXPORT SPECIALISTS

No OES Code - Emerging Occupation

Import / Export Specialists examine and/or prepare documents such as invoices, bills of lading and shipping statements to verify conversion of merchandise weights or volumes into foreign equivalents. May compute duties, tariffs, weight, shipping storage and demurrage charges, volume and price conversions of merchandise to be exported or imported. May convert foreign currency figures into United States monetary equivalents or domestic currency into foreign equivalents using rate charts. May examine shipping manifest and bills of lading to determine procedures for release or acceptance of cargo. May also contact shippers (air, ground, or sea) to determine when cargo will be available for transit.

Alternate Job Titles: Customs Broker, Foreign Clerk, Customer Service Representative, International Sales Assistant / Manager

Related DOT Codes: 184.117-022, 186.117-018, 214.362-010, 214.137-010, 214.467-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Some recent hires have a high school diploma or equivalent or some college (but not necessarily a degree).

Training: Most firms never allow training to substitute for work experience. Employers prefer applicants who have completed a college internship and have word processing, spreadsheet or database software skills.

Experience: Many firms usually require related work experience. They prefer applicants with 1 - 2 years experience as an International Salesperson, Exporter or Customs Service Representative.

Skills rated "very important":

- Ability to read and follow instructions
- Oral communication skills
- Record keeping skills
- Ability to work independently
- Ability to work under pressure
- Knowledge of tariff and customs regulations
- Ability to read and understand legal documents
- Ability to use a computer
- Familiar with shipping invoices and manifests
- Negotiation skills
- Bilingual ability
- Knowledge of international trade
- Sales and marketing skills
- Organizational skills
- Customer service skills
- Knowledge of the internet

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Department Supervisor
Sales / Marketing Manager.

Nontraditional Occupation: No.
55% of workers in survey responses were female.

Turnover: Moderately high, 21% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

Industry - Percent Employing

- Commercial Freight Forwarders
- Customs Brokers
- Import / Export Brokers
- Manufacturing Companies

FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	86%
Vision Insurance:	36%
Life Insurance:	64%
Paid Sick Leave:	86%
Paid Vacation:	93%
Retirement Plan:	57%
Other: 401-K Plan	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

In-house promotion or transfer, employee referral, newspaper advertisements, trade journals.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Import / Export Specialist**

Experienced applicants: **Competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: All responding employers indicate Import / Export Specialists work full-time, 40 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$7.25 - 12.50	\$10.00
New Hires, With Experience:	\$8.00 - 13.50	\$11.50
After Three Years With the Firm:	\$10.00 - 15.00	\$14.50

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: Not available

OES Growth Projections: Not available

New Job Growth Rate: Not available

Employer Outlook on Employment : Many responding employers project employment to remain stable over the next three years.

Employer Responses: 15 employers supplied data used in this analysis

Education / Training Providers : See Appendix A, page 82

LANDSCAPE ARCHITECTS

OES 223080

Landscape Architects plan and design land areas for such projects as parks and other recreational facilities, airports, highways, hospitals, schools, land subdivisions and commercial, industrial and other residential sites.

Alternate Job Titles: Landscape Planner, Project Landscape Architect, Project Manager

Related DOT Codes: 001.061-018

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: All recent hires have a bachelor degree.

Training: Most firms sometimes allow training to substitute for work experience. Employers prefer applicants with 1 - 2 years apprenticeship with experience on Autocad and Landcad software systems. Employers also look for word processing, spreadsheet, data base and desktop publishing software skills. Landscape Architects are required to be licensed and registered by the State Board of Landscape Architects.

Experience: Many firms usually require related work experience. Employers prefer applicants with 1 - 3 years experience as a Drafter, Land Planner or Landscape Designer.

Skills rated "very important":

- Ability to prepare detailed scale drawings
- Ability to read and follow instructions
- Oral communication skills
- Ability to work under pressure and meet deadlines
- Ability to work on a team
- Ability to work independently
- Interpersonal and customer service skills
- Knowledge of plants, trees, shrubs and ground covers
- Ability to use computer aided drafting systems (CAD)
- Ability to prepare written reports
- Basic math skills
- Ability to analyze geographic and site conditions
- Knowledge of drainage and irrigation systems
- Knowledge of environmental regulations
- Organizational skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Senior Landscape Architect, Associate Planner or Partner.

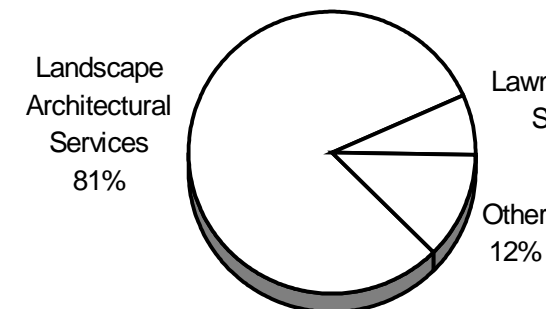
Nontraditional Occupation: No.
33% of workers in survey responses were female.

Turnover: Moderate, 13% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	0%
Vision Insurance:	0%
Life Insurance:	20%
Paid Sick Leave:	80%
Paid Vacation:	100%
Retirement Plan:	60%
Other: Profit Sharing	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referrals, industry organizations, newsletters, newspaper advertisements, public school or program referrals.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Landscape Architect**
 Experienced applicants: **Somewhat competitive**
 Inexperienced applicants: **Somewhat competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Landscape Architects work full-time, 40 hours. A few work part-time 26 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$9.00 - 14.00	\$12.00
New Hires, With Experience:	\$10.00 - 17.00	\$14.00
After Three Years With the Firm:	\$14.00 - 25.00	\$18.00

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: Small
OES Growth Projections: New jobs through 2001: 30
Separations to 2001: 40
 *Total Openings: 70

New Job Growth Rate: 12.0%*. Projected growth is slower than the county-wide average of 13.7%*.

*7 year period 1994 through 2001.

Employer Outlook on Employment : Most responding employers project employment to grow over the next three years.

Employer Responses: 13 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 82

OPHTHALMIC TECHNICIANS

A Sub Part of DOT 078.361-038

Ophthalmic Technicians test and measure eye function to assist Ophthalmologist to diagnose and treat eye disorders and disease: they test patient's far and/or near acuity, peripheral vision, depth perception and color perception to assist Ophthalmologist to diagnose and treat eye disorders and disease. Examine eye for abnormalities of cornea and anterior and posterior chambers. Apply drops to anesthetize, dilate or medicate eyes (glaucoma test). Measure axial length of eye. Perform other tests and measurements as requested by physician. They give instructions to patients concerning eye care. May supervise other technicians.

Alternate Job Titles: Ophthalmic Assistant, Certified Retinal Ophthalmic Technician

Related DOT Codes: 143.362-014

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Recent hires had either some college (but not necessarily a degree), an associate degree or a bachelor degree.

Training: Many firms sometimes allow training to substitute for work experience. Employers prefer applicants with 12 months of training and possess an Ophthalmic Technician Certificate.

Experience: Many firms usually require related work experience. They prefer applicants with 6 - 12 months as an Ophthalmic / Optometric Assistant or Ophthalmic Technician.

Skills rated "very important":

- Ability to read and follow instructions
- Oral communication skills
- Ability to work independently
- Ability to apply eye drops to patients
- Ability to give eye care instructions to patients
- Customer service and interpersonal skills
- Ability to do precision work
- Basic math skills
- Ability to administer eye exams to patients
- Knowledge of eye diseases
- Knowledge of refractive techniques
- Knowledge of refraction and visual field testing
- Ability to work as a team member
- Operating room skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Office Manager

Nontraditional Occupation: No.
85% of workers in survey responses were female.

Turnover: Moderately high, 23% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

Industry -

Offices of Ophthalmologists
Speciality Eye Surgery Clinics

FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	100%
Dental Insurance:	63%
Vision Insurance:	75%
Life Insurance:	38%
Paid Sick Leave:	100%
Paid Vacation:	100%
Retirement Plan:	38%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, employee referrals, industry newsletters.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	X
A Little Difficult		
Not Difficult		

Job Market for: **Ophthalmic Technicians**
Experienced applicants: Somewhat competitive
Inexperienced applicants: Somewhat competitive

HOURS AND WAGES

Average Weekly Hours: Most Ophthalmic Technicians work full-time, 40 hours per week and some work part-time 26 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.00 - 13.00	\$9.75
New Hires, With Experience:	\$8.00 - 15.00	\$12.00
After Three Years With the Firm:	\$10.50 - 18.00	\$15.00

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: Large
OES Growth Projections: New jobs through 2001: 700
Separations to 2001: 500
 *Total Openings: 1,200

Openings for Ophthalmic Technicians are included in the general classification of Health Care Professionals and Para-Professionals not elsewhere classified.

New Job Growth Rate: 18.8%*. Projected growth is faster than the county-wide average of 13.7%*.

*7 year period 1994 through 2001.

Employer Outlook on Employment : Many responding employers project employment to grow over the next three years.

Employer Responses: 16 employers supplied data used in this analysis

Education / Training Providers : See Appendix A, page 84

PROBATION and PAROLE OFFICERS

Sub Part of DOT 195.107-046

Probation and Parole Officers counsel juvenile or adult offenders in activities related to legal conditions of probation or parole. Confer with offender, legal representatives, family and other concerned persons. Review legal documents of offender to conduct prehearing or presentencing investigations and rehabilitation plan. They compile reports, testify in court and make recommendations concerning conditional release or institutionalization of offenders. Informs offender or guardian of legal requirements of conditional release. They may counsel offender and family or guardian and may help offender secure education and employment. Refer offender to community resources for rehabilitation assistance. Evaluate offender's progress on follow-up visits to home, school and worksite.

Alternate Job Titles: Correctional Deputy Probation Officer

Related DOT Codes: None

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Most recent hires have an associate degree. Some have a bachelor degree.

Training: All reporting employers sometimes allow training to substitute for work experience. Employers prefer applicants with word processing software skills.

Experience: Many firms usually require related work experience. Employers prefer applicants with 2 years experience as a Correctional Counselor / Officer or Probation Officer.

Skills rated "very important":

- Ability to read legal documents and enforce court orders
- Ability to evaluate offender progress
- Willingness to be on call 24 hours a day
- Ability to plan ahead and meet deadlines
- Customer service and interpersonal skills
- Pass a physical abilities test
- Ability to work independently
- Oral communication skills
- Ability to read and follow instructions
- Ability to conduct investigations
- Ability to interview others for information
- Ability to give testimony in court
- Knowledge of court procedures
- Ability to write detailed reports
- Knowledge of local social service agencies
- Ability to give counsel to offender or family members
- Age 21 and have California drivers license
- Computer skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Senior Probation Officer, Probation Supervisor.

Nontraditional Occupation: No.
45% of workers in survey responses were female.

Turnover: Very low, 3% in the past 12 months.

Unionization: Yes. 100% of employers and 100% of employees surveyed.

WHERE THE JOBS ARE

Industry - Percent Employing

- County Government
- State Government
- Federal Government

FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	50%
Vision Insurance:	50%
Life Insurance:	0%
Paid Sick Leave:	100%
Paid Vacation:	100%
Retirement Plan:	100%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

In-house promotion or transfer, employee referrals, Employment Development Department, newspaper advertisements, unsolicited applicants.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		X
A Little Difficult	X	
Not Difficult		

Job Market for: **Probation and Parole Officers**

Experienced applicants: **Competitive**

Inexperienced applicants: **Somewhat Competitive**

HOURS AND WAGES

Average Weekly Hours: All Probation and Parole Officers work full-time, 40 hours per week.

Hourly Wages - Union	Range	Median
New Hires, No Experience:	\$12.00 - 16.00	\$14.00
New Hires, With Experience:	\$17.25 - 17.50	\$17.25
After Three Years With the Firm:	\$19.25 - 21.25	\$20.25

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: Large

OES Growth Projections: New jobs through 2001: 390

Separations to 2001: 410

*Total Openings: 800

Openings for Probation and Parole Officers are included in the general classification of Social Workers - except medical and psychiatric.

New Job Growth Rate: 12.6%*. Projected growth is about equal to the county-wide average of 13.7%*.

*7 year period 1994 through 2001.

Employer Outlook on Employment : All responding employers project employment to grow over the next three years.

Employer Responses: 2 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 85

STATIONARY ENGINEERS (Power Plant Operators)

OES 950320

Stationary Engineers operate and maintain stationary engines and mechanical equipment to provide utilities for buildings or industrial processes. They operate equipment such as steam engines, generators, motors, turbines and steam boilers.

Alternate Job Titles: Systems Operators, Auxiliary / Assistant Control Operators, Utility / Maintenance Engineers

Related DOT Codes: 950.131-030, 950.382-026, 950.382-030

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Almost all recent hires have some college (but not necessarily a degree).

Training: Most firms never allow training to substitute for work experience. Some employers require applicants with HVAC Certification.

Experience: Almost all firms always require related work experience. They prefer applicants with 3 - 5 years experience as a HVAC Engineer / Technician, Electrician or Plumber.

Skills rated "very important":

- Knowledge of safe plant operating procedures
- Ability to detect malfunctioning equipment
- Ability to read and follow instructions
- Ability to record and keep accurate records
- Ability to work independently
- Possession of a mechanical aptitude
- Ability to use hand tools
- Ability to make minor repairs and adjustments
- Willingness to work nights, weekends and holidays
- Good vision
- Ability to lift 50 lbs.
- Oral communication skills
- Ability to read meters and gauges
- Knowledge of heating and air conditioning systems
- Ability to kneel, crawl, stoop, bend and climb
- Minor plumbing skills
- Clean police record - drug free workplace

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Senior / Chief Engineer or Supervisor.

Nontraditional Occupation: Yes.
1% of workers in survey responses were female.

Turnover: Moderate, 12% in the past 12 months.

Unionization: Yes. 42% of employers and 75% of employees surveyed.

WHERE THE JOBS ARE

Industry -

- Colleges and Universities
- High Rise Buildings
- Hospitals
- Hotels
- Recreational Theme Parks

FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	83%
Life Insurance:	83%
Paid Sick Leave:	100%
Paid Vacation:	100%
Retirement Plan:	92%
Other: 401-K Plan, Union Paid Benefits	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

In-house promotion or transfer, employee referrals, newspaper advertisements, unsolicited applicants, Cable TV, Internet / Website.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Stationary Engineers (Power Plant Operators)**

Experienced applicants: **Competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Stationary Engineers work full-time, 41 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$8.25 - 13.00	\$10.00
Union:	\$9.50 - 16.00	\$14.00
New Hires, With Experience:	\$9.75 - 15.00	\$12.00
Union:	\$12.00 - 17.00	\$16.00
After Three Years With the Firm:	\$11.50 - 17.50	\$16.00
Union:	\$15.50 - 24.00	\$20.00

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: Small

OES Growth Projections: New jobs through 2001: 10

Separations to 2001: 20

*Total Openings: 30

New Job Growth Rate: 6.7%*. Projected growth is slower than the county-wide average of 13.7%*.

*7 year period 1994 through 2001.

Employer Outlook on Employment : Most responding employers project employment to remain stable over the next three years.

Employer Responses: 12 employers supplied data used in this analysis.

Education / Training: No formal education or training programs for this occupation.

SUBSTANCE ABUSE / CHEMICAL DEPENDENCY COUNSELORS

DOT 045.107-058

Substance Abuse Counselors counsel and aid individuals and families requiring assistance dealing with substance abuse problems such as alcohol or drug abuse. They interview clients, review records and confer with other professionals to evaluate condition of client. They formulate programs of treatment and rehabilitation of clients individually or in group sessions. Counsel family members to assist family in dealing with and providing support for client. Refer client to other support services as needed. Monitor condition of client to evaluate success of therapy and adapt treatment as needed. Prepare and maintain reports and case histories. May formulate and conduct programs to promote prevention of alcohol and drug abuse. May prepare documents for presentation in court.

Alternate Job Titles: Drug and Alcohol Counselor, Case Manager

Related DOT Codes: 195.107-010, 195.367-034

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Most recent hires have some college (but not necessarily a degree). A few have an associate degree.

Training: Many firms never allow training to substitute for work experience. Employers prefer applicants with a California Alcohol and Drug Counseling Certificate. They prefer those with word processing and data base software skills.

Experience: Many firms always require related work experience. They prefer applicants with 2 - 3 years prior experience as a Substance Abuse Counselor. A few employers hire counselors who are reformed from prior drug or substance abuse.

Skills rated "very important":

- Ability to read and follow instructions
- Counseling and case management skills
- Knowledge of alcohol and drug abuse treatments
- Oral and verbal presentation skills
- Ability to work as a team member
- Report writing skills
- Interpersonal skills
- Observational and evaluation skills
- Ability to work independently
- Ability to interview others for information
- Knowledge of prevention and treatment programs
- Ability to develop a corrective action plan
- Ability to be a role model and set goals
- Ability to give job search assistance
- Familiar with addictive disorders
- Ability to deal with ex-offenders
- Knowledge of mental health & social service agencies

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Supervisor, Program Coordinator, Program Director

Nontraditional Occupation: No.
46% of workers in survey responses were female.

Turnover: Moderately high, 27% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

Industry -

- Community and Religious Organizations
- Drug Treatment and Education Institutes
- Drug Rehabilitation Services
- Individual and Family Counseling Services
- Social Service Agencies
- Speciality Drug Clinics
- Specialty Drug Rehabilitation Hospitals
- Volunteer Organizations

FRINGE BENEFITS, % of Employers Offering*

	Full-Time
Medical Insurance:	94%
Dental Insurance:	76%
Vision Insurance:	47%
Life Insurance:	53%
Paid Sick Leave:	94%
Paid Vacation:	94%
Retirement Plan:	29%
Other: Room and Board	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, in-house promotion or transfer, employee referrals, job postings, social service agencies, church referrals.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Substance Abuse Counselors**
Experienced applicants: **Competitive**
Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Substance Abuse Counselors work full-time, 40 hours per week. A few work part-time 22 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.00 - 14.50	\$10.25
New Hires, With Experience:	\$7.00 - 16.75	\$11.50
After Three Years With the Firm:	\$9.00 - 20.00	\$13.75

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: Large

OES Growth Projections: New jobs through 2001: 390

Separations to 2001: 410

*Total Openings: 800

Openings for Substance Abuse Counselors are included in the general classification of Social Workers - - except medical and psychiatric.

New Job Growth Rate: 12.6%*. Projected growth is about equal to the county-wide average of 13.7%*.

*7 year period 1994 through 2001.

Employer Outlook on Employment : Many responding employers project employment to remain stable over the next three years.

Employer Responses: 17 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 79

UNDERWRITERS

OES 211020

Underwriters review individual applications for insurance to evaluate degree of risk involved and determine acceptance of applications.

Alternate Job Titles: Personal Line Underwriter

Related DOT Codes: 169.267-046

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Many recent hires have some college (but not necessarily a degree). Some have a high school diploma or equivalent.

Training: Some firms sometimes allow training to substitute for work experience. Employers prefer applicants with spreadsheet, word processing and database software skills. Some firms provide in-house training or Insurance Association training.

Experience: Many firms always require related work experience. They prefer applicants with 2 - 3 years underwriting experience

Skills rated "very important":

- Ability to read and follow instructions
- Ability to work independently
- Ability to evaluate and classify persons for insurance
- Ability to determine acceptable risk
- Oral communication skills
- Ability to read and understand insurance documents
- Ability to make important judgements
- Ability to analyze data
- Business math skills
- Ability to record and keep accurate records
- Report writing skills
- Ability to use a computer
- Knowledge of underwriting software
- Ability to work on a team
- Negotiating skills

OCCUPATIONAL CHARACTERISTICS

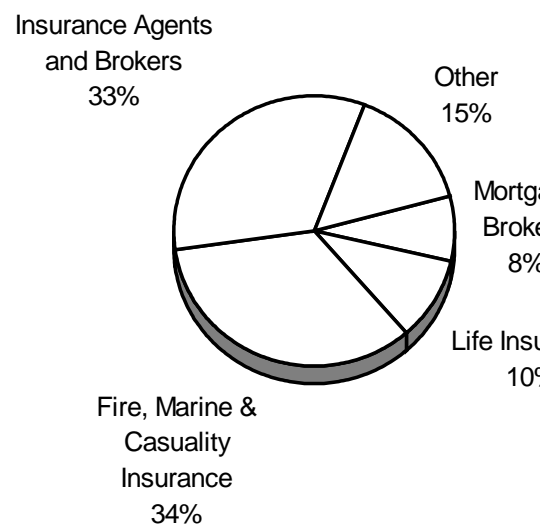
Career Ladders: Promote to: Supervisor or Manager.

Nontraditional Occupation: No.
71% of workers in survey responses were female.

Turnover: Moderate, 16% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE Industry - Percent Employing



FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	100%
Dental Insurance:	100%
Vision Insurance:	62%
Life Insurance:	85%
Paid Sick Leave:	100%
Paid Vacation:	92%
Retirement Plan:	85%
Other: 401-K Plan	

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Newspaper advertisements, in-house promotion or transfer, employee referrals, unsolicited applicants, private employment agencies.

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult	X	
A Little Difficult		X
Not Difficult		

Job Market for: **Underwriters**

Experienced applicants: **Somewhat competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Almost all Underwriters work full-time, 39 hours per week. A few work part-time 25 hours per week.

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.00 - 16.00	\$11.25
New Hires, With Experience:	\$8.00 - 20.25	\$13.50
After Three Years With the Firm:	\$10.00 - 22.75	\$18.00

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: Small

OES Growth Projections: New jobs through 2001: 0

Separations to 2001: 90

*Total Openings: 90

New Job Growth Rate: 0.0%*. Stable growth.

*7 year period 1994 through 2001.

Employer Outlook on Employment : Many responding employers project employment to remain stable over the next three years.

Employer Responses: 14 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 87

WEBMASTERS / WEB SITE DESIGNERS

No OES Code - Emerging Occupation

Webmasters / Web Site Designers are responsible for managing the content and artistic design of an organization's internet web site and updating web site material. Web Site Designers use specialized software to design and create web pages for the Internet's World Wide Web. They develop innovative ways of using digitized multimedia elements to communicate messages of businesses, agencies, organizations etc. to customers, employees and / or the world at large.

Alternate Job Titles: Web Designers, Content Developers

Related DOT Codes: 030.162-010

EDUCATION, TRAINING, EXPERIENCE AND SKILLS

Education: Many recent hires have a bachelor degree. Some have an associate degree.

Training: Most firms never allow training to substitute for work experience. Employers prefer applicants with word processing, desktop publishing, and database software skills. Some prefer training in computer graphics applications.

Experience: Many firms usually require related work experience. They prefer applicants with 6 months to 2 years experience as a Graphic Artist, Graphic Designer or Web Site Designer.

Skills rated "very important":

- Knowledge of Windows and Macintosh platforms
- Ability to work independently
- Creativity
- Ability to work under pressure and meet deadlines
- Web site design and editing skills
- Ability to design computer graphic images
- Knowledge of: Photoshop, Quark Express, Adobe Illustrator
- Interface design skills
- Ability to create and edit hypertext markup
- Knowledge of download time, bandwidth and internet browsers
- Oral communication skills
- Knowledge of cross platform issues
- Knowledge of Java, PERL and VRML programming
- HTML web design skills
- Knowledge of internet protocols
- Customer service skills

OCCUPATIONAL CHARACTERISTICS

Career Ladders: Promote to: Production Manager

Nontraditional Occupation: Yes.
24% of workers in survey responses were female.

Turnover: Moderate, 18% in the past 12 months.

Unionization: No.

WHERE THE JOBS ARE

Industry -

- Broadcast and Print Media
- Colleges and Universities
- Multi Media Companies
- Public Realtions Firms
- Web Site Development Companies

FRINGE BENEFITS, % of Employers Offering*

	<u>Full-Time</u>
Medical Insurance:	89%
Dental Insurance:	89%
Vision Insurance:	78%
Life Insurance:	89%
Paid Sick Leave:	100%
Paid Vacation:	100%
Retirement Plan:	56%

*The percentage is based on the number of employers offering fringe benefits and responding to this question.

Most Frequently Used Recruitment Methods:

Employee referrals, newspaper advertisements, in-house promotion or transfer, internet web sites, "networking".

SUPPLY AND DEMAND

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Somewhat Difficult		
A Little Difficult	X	X
Not Difficult		

Job Market for: **Webmasters**

Experienced applicants: **Competitive**

Inexperienced applicants: **Competitive**

HOURS AND WAGES

Average Weekly Hours: Most Web Masters work full-time, 42 hours per week. A few work on a temporary or on call basis 31 hours per week. Some work as independent contractors, consultants or through a temporary staffing agency.

Hourly Wages	Range	Median
New Hires, No Experience:	\$8.00 - 15.50	\$11.50
New Hires, With Experience:	\$10.00 - 20.75	\$15.00
After Three Years With the Firm:	\$14.00 - 28.50	\$19.25

OCCUPATIONAL SIZE AND GROWTH PROJECTIONS

Size of 1994 Employment: No data available

OES Growth Projections: No data available

New Job Growth Rate: No data available

Employer Outlook on Employment : Almost all responding employers project employment to grow over the next three years.

Employer Responses: 15 employers supplied data used in this analysis.

Education / Training Providers : See Appendix A, page 86

APPENDIX A

SOURCES OF
EDUCATION AND TRAINING
FOR 1998 OCCUPATIONS

Sources of Education and Training for 1998 Occupational Outlook Report Occupations

Accountants

California State University, San Marcos

333 S. Twin Oaks Valley Rd.
San Marcos, CA 92096
(760) 750-4000

Cuyamaca College

900 Rancho San Diego Parkway
El Cajon, CA 92019
(619) 670-1980

Grossmont College

8800 Grossmont College Dr.
El Cajon, CA 92020
(619) 465-1700

Kelsey Jenny College

201 A St.
San Diego, CA 92101
(619) 233-7418

Mesa College

7250 Mesa College Dr.
San Diego, CA 92111
(619) 627-2600

Mira Costa College

1 Barnard Dr.
Oceanside, CA 92056
(760) 757-2121

Miramar College

10440 Black Mountain Rd.
San Diego, CA 92126
(619) 536-7800

National University

4141 Camino Del Rio South
San Diego, CA 92108
(619) 563-7100

Palomar College

1140 West Mission Rd.

San Marcos, CA 92069
(760) 744-1150

Park College

Joint Education Center, Bldg 1331, Rm 207
Camp Pendleton, CA 92055
(760) 725-6858

Point Loma Nazarene College

3900 Lomaland Dr.
San Diego, CA 92106
(619) 221-2216

San Diego City College

1313 Twelfth Ave.
San Diego, CA 92101
(619) 230-2400

San Diego State University

5300 Campanile Dr.
San Diego, CA 92182
(619) 594-6871

Southwestern College

900 Otay Lakes Rd.
Chula Vista, CA 91910
(619) 421-6700

United States International University

10455 Pomerado Rd.
San Diego, CA 92131
(619) 635-4772

University of Phoenix

3890 Murphy Canyon Rd.
San Diego, CA 92123
(619) 576-7469

University of San Diego

5998 Alcala Park
San Diego, CA 92110
(619) 260-4506

ACCOUNTING COURSES

Becker CPA Review Courses of California

4656 Mission Gorge Pl.
San Diego, CA 92120
(619) 286-3385

Chula Vista Adult School

1034 Fourth Ave.
Chula Vista, CA 91911
(619) 691-5760

Escondido Adult Education

3750 Mary Lane
Escondido, CA 92025
(760) 739-7300

First Software Academy

9574 Lamar St.
Spring Valley, CA 91977
(619) 464-2500

Grossmont Adult Education

1100 Murray Dr.
El Cajon, CA 92020
(619) 579-4770

Montgomery Adult School

3240 Palm Ave.
San Diego, CA 92154
(619) 691-5670

cont'd

ACCOUNTING COURSES cont'd

National City Adult School

517 W. 24th St.
National City, CA 91950
(619) 585-7818

Nordstrom Business Institute

4995 Murphy Canyon Rd.
San Diego, CA 92123
(619) 279-7188

Regional Occupational Program, East County

181 Fletcher Parkway
El Cajon, CA 92020
(619) 579-8323

Regional Occupational Program, Metro Area

6735 Gifford Way
San Diego, CA 92111
(619) 627-7364

Regional Occupational Program, North County

840 North Broadway
Escondido, CA 92025
(760) 741-5558

Regional Occupational Program, South County

1355 Second Ave.
Chula Vista, CA 91911
(619) 691-5611

San Diego Community College Cont. Ed.

Centre City
1440 Park Blvd.
San Diego, CA 92101
(610) 230-2300

San Diego Community College Cont. Ed.

Cesar Chavez Center
1960 National Blvd.
San Diego, CA 92113
(619) 230-2895

San Diego Community College Cont. Ed.

Mid City Center
5348 University Ave.
San Diego, CA 92105
(619) 265-3455

San Diego Community College Cont. Ed.

North City Center
7405 Mesa College Dr.
San Diego, CA 92111
(619) 627-2545

San Diego Community College Cont. Ed.

West City Center
3249 Fordham St.
San Diego, CA 92110
(619) 221-6973

San Diego State University, Extended Studies

5300 Campanile Dr.
San Diego, CA 92181
(619) 594-5152

San Dieguito Adult Education

710 Encinitas Blvd.
Encinitas, CA 92024
(760) 753-7073

United Education Institute

1323 Sixth Ave.
San Diego, CA 92101
(619) 544-9800

University of California, San Diego,

Extension Program
9500 Gilman Dr.
San Diego, CA 92093
(619) 534-3400

Valley Career College

876 Jackman St.
El Cajon, CA 92020
(619) 593-5111

Vista Adult School

1234 Arcadia Ave.
Vista, CA 92084
(760) 758-7122

Automated Assemblyline Technicians**Rands Systems Inc., Ocean Point Tech Center**

5441 Avenida Encinas, Suite B
Carlsbad, CA 92008
(760) 431-8355

San Diego City College

1313 Twelfth Ave.
San Diego, CA 92101

(619) 230-2400

Biotechnology Laboratory Assistants**Mira Costa College**

1 Barnard Dr.
Oceanside, CA 92056
(760) 757-2121

Miramar College

10440 Black Mountain Rd.
San Diego, CA 92126
(619) 536-7800

Regional Occupational Program, Metro Area

6735 Gifford Way
San Diego, CA 92111
(619) 627-7364

Carpenters**Center For Employment Training**

3295 Market St.
San Diego, CA 92102
(619) 233-6829
(760) 747-9115

Community Connection Resource Center

2144 El Cajon Blvd.
San Diego, CA 92104
(619) 294-3900

Mesa College

7250 Mesa College Dr.
San Diego, CA 92111
(619) 627-2600
CARPENTERS cont'd

Palomar College

1140 West Mission Rd.
San Marcos, CA 92029
(760) 744-1150

Regional Occupational Program, East County

181 Fletcher Parkway
El Cajon, 92020
(619) 579-8323

Regional Occupational Program, Metro Area

6735 Gifford Way
San Diego, CA 92111
(619) 627-7364

Regional Occupational Program, North County
840 North Broadway
Escondido, CA 92025
(760) 741-5558

San Dieguito Adult Education
710 Encinitas Blvd.
Encinitas, CA 92024
(760) 753-7073

Vietnam Veterans of San Diego
4141 Pacific Highway
San Diego, CA 92110
(619) 497-0142

Chemical Dependency Counselors

Chapman University
7460 Mission Valley Rd.
San Diego, CA 92108
(619) 296-8660

Christian Heritage College
2100 Greenfield Dr.
El Cajon, CA 92019
(619) 440-3043

**Griffin & Wong Institute for Education
and Training**
2870 Fourth Ave., #100
San Diego, CA 92101
(619) 294-9852

Huron International University
2801 Camino Del Rio South, Suite 201
San Diego, CA 92108
(619) 298-9040

National University
4141 Camino Del Rio South
San Diego, CA 92108
(619) 563-7100

San Diego City College

1313 12th Ave.
San Diego, CA 93101
(619) 230-2400

United States International University
10455 Pomerado Rd.
San Diego, CA 92131
(619) 635-4772

University for Humanistic Studies
380 Stevens Ave., Suite 210
Solana Beach, CA 92075
(619) 259-9733

**University of California, San Diego,
Extension Program**
9500 Gilman Dr.
San Diego, CA 92093
(619) 534-3400

Western American University
3517 Camino Del Rio South, Suite 215
San Diego, CA 92108
(619) 293-4663

Chemists

California State University, San Marcos
333 S. Twin Oaks Valley Rd.
San Marcos, CA 92096
(760) 750-4000

Cuyamaca College
900 Rancho San Diego Parkway
El Cajon, CA 92019
(619) 670-1980

Grossmont College
8800 Grossmont College Dr.
El Cajon, CA 92020
(619) 465-1700

Mesa College
7250 Mesa College Dr.
San Diego, CA 92111
(619) 627-2600

Mira Costa College

1 Barnard Dr.
Oceanside, CA 92056
(760) 757-2121

Miramar College
10440 Black Mountain Rd.
San Diego, CA 92126
(619) 536-7800

Palomar College
1140 West Mission Rd.
San Marcos, CA 92069
(760) 744-1150

Point Loma Nazarene College
3900 Lomaland Dr.
San Diego, CA 92106
(619) 221-2216

San Diego City College
1313 12th Ave.
San Diego, CA 93101
(619) 230-2400

San Diego State University
5300 Campanile Dr.
San Diego, CA 92182
(619) 594-6871

cont'd
CHEMISTS cont'd

Southwestern College
900 Otay Lakes Rd.
Chula Vista, CA 91910
(619) 421-6700

University of California, San Diego
9500 Gilman Dr.
San Diego, CA 92093
(619) 534-2230

University of San Diego
5998 Alcala Park
San Diego, CA 92110
(619) 260-4600

Child Care Workers

Chula Vista Adult School

1034 Fourth Ave.
Chula Vista, CA 91911
(619) 691-5760

Cuyamaca College

900 Rancho San Diego Parkway
El Cajon, CA 92019
(619) 670-1980

Grossmont College

8800 Grossmont College Dr.
El Cajon, CA 92020
(619) 465-1700

Mesa College

7250 Mesa College Dr.
San Diego, CA 92111
(619) 627-2600

Mira Costa College

1 Barnard Dr.
Oceanside, CA 92056
(760) 757-2121

Miramar College

10440 Black Mountain Rd.
San Diego, CA 92126
(619) 536-7800

Montgomery Adult Education

3240 Palm Ave.
San Diego, CA 92154
(619) 691-5670

National City Adult School

517 W. 24th St.
National City, CA 91950
(619) 585-7818

Palomar College

1140 West Mission Rd.
San Marcos, CA 92069
(760) 744-1150

Regional Occupational Program, East County

181 Fletcher Parkway
El Cajon, CA 92020

(619) 579-8323

Regional Occupational Program, Metro Area

6735 Gifford Way
San Diego, CA 92111
(619) 627-7364

Regional Occupational Program, North County

840 North Broadway
Escondido, CA 92025
(760) 741-5558

Regional Occupational Program, South County

1355 Second Ave.
Chula Vista, CA 91911
(619) 691-5611

San Diego City College

1313 Twelfth Ave.
San Diego, CA 92101
(619) 230-2400

**San Diego Community College Cont. Ed.
Educational Cultural Complex**

4343 Ocean View Blvd.
San Diego, CA 92113
(619) 527-5258

San Ysidro Center Adult School

4220 Otay Mesa Rd.
San Ysidro, CA 92173
(619) 691-5667

Southwestern College

900 Otay Lakes Rd.
Chula Vista, CA 91910
(619) 421-6700

Union of Pan Asian Communities Training

1031 25th St.
San Diego, CA 92102
(619) 232-6454

**University of California, San Diego,
Extension Program**

9500 Gilman Dr.
San Diego, CA 92093
(619) 534-3400

Cuyamaca College

900 Rancho San Diego Parkway
El Cajon, CA 92019
(619) 670-1980

Regional Occupational Program, Metro Area

6735 Gifford Way
San Diego, CA 92111
(619) 627-7364

Southwestern College

900 Otay Lakes Rd.
Chula Vista, CA 91910
(619) 421-6700

Dental Hygienists**Chabot College**

25555 Hesperian Blvd.
Hayward, CA 94545
(510) 768-6715

cont'd
DENTAL HYGIENISTS cont'd

Cypress College

9200 Valley View St.
Cypress, CA 90630
(714) 826-2220

Diablo Valley College

321 Golf Club Rd.
Pleasant Hill, CA 94523
(510) 685-1310

Foothill College

12345 El Monte Ave.
Los Altos Hills, CA 94022
(415) 949-7777

Fresno City College

1101 East University Ave.
Fresno, CA 93741
(209) 442-4600

Loma Linda University

11234 Anderson

Civil Engineering Technicians

Loma Linda, CA 92354
(909) 796-3741

Monterey Peninsula College

980 Fremont St.
Monterey, CA 93940
(408) 646-4000

Pacific Union College

1 Angwin Ave.
Angwin, CA 94508
(707) 965-6311

Pasadena City College

1570 East Colorado Blvd.
Pasadena, CA 91106
(818) 585-7241

Sacramento City College

3835 Freeport Blvd.
Sacramento, CA 95822
(916) 558-2111

Taft College

29 Emmons Park Dr.
Taft, CA 93268
(805) 763-4282

University of California, San Francisco

513 Parnassus Ave.
San Francisco, CA 94143
(415) 476-2737

West Los Angeles College

4800 Freshman Dr.
Culver City, CA 90230
(310) 287-4200

Electrical, Electronic Assemblers

Center For Employment Training

3295 Market St.
San Diego, CA 92102
(619) 233-6829
(760) 747-9115

International Mutual Assistance Association

4102 El Cajon Blvd.
San Diego, CA 92105
(619) 584-4018

Regional Occupational Program, Metro Area

6735 Gifford Way
San Diego, CA 92111
(619) 627-7364

Regional Occupational Program, North County

840 North Broadway
Escondido, CA 92025
(760) 741-5558

**San Diego Community College Cont. Ed.
Educational Cultural Complex**

4343 Ocean View Blvd.
San Diego, CA 92113
(619) 527-5258

General Office Clerks

Able Disabled Advocacy

861 Sixth Ave.
San Diego, CA 92101
(619) 231-5990

Center For Employment Training

3295 Market St.
San Diego, CA 92102
(619) 233-6829
(760) 747-9115

Coronado Adult Education

650 E. Ave.
Coronado, CA 92118
(619) 522-8911

Grossmont Adult Education

1100 Murray Dr.
El Cajon, CA 92020
(619) 579-4770

Grossmont College

8800 Grossmont College Dr.
El Cajon, CA 92020
(619) 465-1700

MAAC Career Center

140 West 16th St.
National City, CA 91950
(619) 474-9474

Montgomery Adult School

3240 Palm Ave.
San Diego, CA 92154
(619) 691-5670

Nordstrom Business Institute

4995 Murphy Canyon Rd.
San Diego, CA 92123
(619) 279-7188

North County Interfaith Council

430 North Rose
Escondido, CA 92027
(760) 489-6380 cont'd
GENERAL OFFICE CLERKS cont'd

Regional Occupational Program, East County

181 Fletcher Parkway
El Cajon, CA 92020
(619) 579-8323

Regional Occupational Program, Metro Area

6735 Gifford Way
San Diego, CA 92111
(619) 627-7364

Regional Occupational Program, North County

840 North Broadway
Escondido, CA 92025
(760) 741-5558

Regional Occupational Program, South County

1355 Second Ave.
Chula Vista, CA 91911
(619) 691-5611

Rehab West

1155 East Grand Ave.
Escondido, CA 92025
(760) 480-4525

Miramar College

10440 Black Mountain Rd.
San Diego, CA 92126
(619) 536-7800

San Ysidro Center Adult School
4220 Otay Mesa Rd.
San Ysidro, CA 93173
(619) 691-5667

United Education Institute
1323 Sixth Ave.
San Diego, CA 92101
(619) 544-9800

Vista Adult School
1234 Arcadia Ave.
Vista, CA 92084
(760) 758-7122

Graphic Artists

Advertising Arts College
10025 Mesa Rim Rd.
San Diego, CA 92121
(619) 546-0602

Cuyamaca College
900 Rancho San Diego Parkway
El Cajon, CA 92019
(619) 670-1980

Foundation College, San Diego
5353 Mission Center Rd., #100
San Diego, CA 92108
(619) 683-3273

Mesa College
7250 Mesa College Dr.
San Diego, CA 92111
(619) 627-2600

Palomar College
1140 West Mission Rd.
San Marcos, CA 92069
(760) 744-1150

Platt College, San Diego
6230 El Cajon Blvd.
San Diego, CA 92115
(619) 265-0107

Point Loma Nazarene College

3900 Lomaland Dr.
San Diego, CA 92106
(619) 221-2216

Regional Occupational Program, East County
181 Fletcher Parkway
El Cajon, CA 92020
(619) 579-8323

Regional Occupational Program, North County
840 North Broadway
Escondido, CA 92025
(760) 741-5558
San Diego City College
1313 12th Ave.
San Diego, CA 93101
(619) 230-2400

Southwestern College
900 Otay Lakes Rd.
Chula Vista, CA 91910
(619) 421-6700

**University of California, San Diego,
Extension Program**
9500 Gilman Dr.
San Diego, CA 92093
(619) 534-3400

Import / Export Specialists

Regional Occupational Program, Metro Area
6735 Gifford Way
San Diego, CA 92111
(619) 627-7364

Regional Occupational Program, South County
1355 Second Ave.
Chula Vista, CA 91911
(619) 691-5611

Southwestern College
900 Otay Lakes Rd.
Chula Vista, CA 91910
(619) 421-6700

Landscape Architects

Grossmont Adult Education
1100 Murray Dr.
El Cajon, CA 92020
(619) 579-4770

Mesa College
7250 Mesa College Dr.
San Diego, CA 92111
(619) 627-2600

cont'd
LANDSCAPE ARCHITECTS cont'd

Mira Costa College
1 Barnard Dr.
Oceanside, CA 92056
(760) 757-2121

Regional Occupational Program, South County
1355 Second Ave.
Chula Vista, CA 91911
(619) 691-5611

Southwestern College
900 Otay Lakes Rd.
Chula Vista, CA 91910
(619) 421-6700

Legal Secretaries

Chula Vista Adult School
1034 Fourth Ave.
Chula Vista, CA 91911
(619) 691-5760

Comprehensive Training Systems, Inc.
497 Eleventh St.
Imperial Beach, CA 91932
(619) 424-6650
(619) 281-9133

Grossmont College
8800 Grossmont College Dr.
El Cajon, CA 92020
(619) 465-1700

Kelsey Jenny College

201 A St.
San Diego, CA 92101
(619) 233-7418

Mesa College

7250 Mesa College Dr.
San Diego, CA 92111
(619) 627-2600

Miramar College

10440 Black Mountain Rd.
San Diego, CA 92126
(619) 536-7800

Montgomery Adult School

3240 Palm Ave.
San Diego, CA 92154
(619) 691-5670

Palomar College

1140 West Mission Rd.
San Marcos, CA 92069
(760) 744-1150

Regional Occupational Program, East County

181 Fletcher Parkway
El Cajon, CA 92020
(619) 579-8323

Regional Occupational Program, Metro Area

6735 Gifford Way
San Diego, CA 92111
(619) 627-7364

Regional Occupational Program, North County

840 North Broadway
Escondido, CA 92025
(760) 741-5558

Regional Occupational Program, South County

1355 Second Ave.
Chula Vista, CA 91911
(619) 691-5611

Southwestern College

900 Otay Lakes Rd.
Chula Vista, CA 91910
(619) 421-6700

Maintenance Repairers, General Utility**Center For Employment Training**

3295 Market St.
San Diego, CA 92102
(619) 233-6829
(760) 747-9115

Chula Vista Adult School

1034 Fourth Ave.
Chula Vista, CA 91911
(619) 691-5760

Comprehensive Training Systems, Inc.

497 Eleventh St.
Imperial Beach, CA 91932
(619) 424-6650
(619) 281-9133

Regional Occupational Program, East County

181 Fletcher Parkway
El Cajon, CA 92020
(619) 579-8323

Regional Occupational Program, Metro Area

6735 Gifford Way
San Diego, CA 92111
(619) 627-7364

Regional Occupational Program, North County

840 North Broadway
Escondido, CA 92025
(760) 741-5558

Regional Occupational Program, South County

1355 Second Ave.
Chula Vista, CA 91911
(619) 691-5611

Vietnam Veterans of San Diego

4141 Pacific Highway

San Diego, CA 92110
(619) 497-0142

Medical Records Technicians**Grossmont Health Occupations Center**

9368 Oakbourne Rd
Santee, CA 92071
(619) 579-4780

Mesa College

7250 Mesa College Dr.
San Diego, CA 92111
(619) 627-2600

Regional Occupational Program, East County

181 Fletcher Parkway
El Cajon, CA 92020
(619) 579-8323

Regional Occupational Program, North County

840 North Broadway
Escondido, CA 92025
(760) 741-5558

Skill Centers of America Educational Institute

319 Rancho Santa Fe Rd.
San Marcos, CA 92069
(760) 736-2085

Nurse Aides**Academy of Nursing Assistants**

6035 University Ave.
San Diego, CA 92155
(619) 287-6802

Caldwell Nursing Academy

1945 West Vista Way, Suite D
Vista, CA 92083
(760) 726 4385

Chula Vista Adult School

1034 Fourth Ave.
Chula Vista, CA 91911

(619) 691-5760

George G. Glenner Alzheimer's Family Center
3702 Fourth Ave.
San Diego, CA 92103
(619) 543-4707

Golden Hill Health Careers Academy
2469 Broadway
San Diego, CA 92102
(619) 696-9992

Grossmont Adult Education
1100 Murray Dr.
El Cajon, CA 92020
(619) 579-4770

Grossmont Health Occupations Center
9368 Oakbourne Rd
Santee, CA 92071
(619) 579-4780

Maric College of Medical Careers
3666 Kearny Villa Rd., Suite 100
San Diego, CA 92123
(619) 279-4500
(760) 630-1555

Mira Costa College
1 Barnard Dr.
Oceanside, CA 92056
(760) 757-2121

National City Adult School
517 W. 24th St.
National City, CA 91950
(619) 585-7818

Regional Occupational Program, East County
181 Fletcher Parkway
El Cajon, CA 92020
(619) 579-8323

Regional Occupational Program, Metro Area
6735 Gifford Way
San Diego, CA 92111
(619) 627-7364

San Diego Community College Cont. Ed.

Mid City Center
5348 University Ave.
San Diego, CA 92105
(619) 265-3455

San Ysidro Center Adult School
4220 Otay Mesa Rd.
San Ysidro, CA 93173
(619) 691-5667

Valley Career College
876 Jackman St.
El Cajon, CA 92020
(619) 593-5111

Operating Engineers

Miramar College
10440 Black Mountain Rd.
San Diego, CA 92126
(619) 536-7800

Ophthalmic Technicians

Grossmont Adult Education
1100 Murray Dr.
El Cajon, CA 92020
(619) 579-4770

Regional Occupational Program, North County
840 North Broadway
Escondido, CA 92025
(760) 741-5558

Paralegals

Chapman University
7460 Mission Valley Rd.
San Diego, CA 92108
(619) 296-8660

Cuyamaca College
900 Rancho San Diego Parkway
El Cajon, CA 92019
(619) 670-1980

PARALEGALS cont'd

Kelsey Jenny College
201 A St.
San Diego, CA 92101
(619) 233-7418

Miramar College
10440 Black Mountain Rd.
San Diego, CA 92126
(619) 536-7800

Palomar College
1140 West Mission Rd.
San Marcos, CA 92069
(760) 744-1150

San Diego City College
1313 Twelfth Ave.
San Diego, CA 92101
(619) 230-2400

San Diego State University, Extended Studies
5300 Campanile Dr.
San Diego, CA 92181
(619) 594-5152

**University of California, San Diego,
Extension Program**
9500 Gilman Dr.
San Diego, CA 92093
(619) 534-3400

University of San Diego
5998 Alcala Park
San Diego, CA 92110
(619) 260-4506

Probation, Parole Officers

Chapman University
7460 Mission Valley Rd.
San Diego, CA 92108
(619) 296-8660

Grossmont College
8800 Grossmont College Dr.
El Cajon, CA 92020
(619) 465-1700

cont'd

Mira Costa College
1 Barnard Dr.
Oceanside, CA 92056
(760) 757-2121

Miramar College
10440 Black Mountain Rd.
San Diego, CA 92126
(619) 536-7800

Palomar College
1140 West Mission Rd.
San Marcos, CA 92069
(760) 744-1150

San Diego State University
5300 Campanile Dr.
San Diego, CA 92182
(619) 594-6871

Southwestern College
900 Otay Lakes Rd.
Chula Vista, CA 91910
(619) 421-6700

Public Relations Managers

California State University, San Marcos
333 S. Twin Oaks Valley Rd.
San Marcos, CA 92096
(760) 750-4000

Christian Heritage College
2100 Greenfield Dr.
El Cajon, CA 92019
(619) 440-3043

Mira Costa College
1 Barnard Dr.
Oceanside, CA 92056
(760) 757-2121

Miramar College
10440 Black Mountain Rd.
San Diego, CA 92126
(619) 536-7800

National University
4141 Camino Del Rio South
San Diego, CA 92108
(619) 563-7100

Palomar College
1140 West Mission Rd.
San Marcos, CA 92069
(760) 744-1150

Point Loma Nazarene College
3900 Lomaland Dr.
San Diego, CA 92106
(619) 221-2216

San Diego State University
5300 Campanile Dr.
San Diego, CA 92182
(619) 594-6871

Southwestern College
900 Otay Lakes Rd.
Chula Vista, CA 91910
(619) 421-6700

United States International University
10455 Pomerado Rd.
San Diego, CA 92131
(619) 635-4772

University of California, San Diego
9500 Gilman Dr.
San Diego, CA 92093
(619) 534-2230

University of San Diego
5998 Alcalá Park
San Diego, CA 92110
(619) 260-4506

Registered Nurses

Grossmont College
8800 Grossmont College Dr.
El Cajon, CA 92020
(619) 465-1700

Maric College of Medical Careers
3666 Kearny Villa Rd., Suite 100
San Diego, CA 92123
(619) 279-4500

Palomar College
1140 West Mission Rd.
San Marcos, CA 92069
(760) 744-1150

San Diego City College
1313 Twelfth Ave.
San Diego, CA 92101
(619) 230-2400

Southwestern College
900 Otay Lakes Rd.
Chula Vista, CA 91910
(619) 421-6700

Stock Clerks

Regional Occupational Program, East County
181 Fletcher Parkway
El Cajon, CA 92020
(619) 579-8323

Regional Occupational Program, Metro Area
6735 Gifford Way
San Diego, CA 92111
(619) 627-7364

Regional Occupational Program, South County
1355 Second Ave.
Chula Vista, CA 91911
(619) 691-5611

Surgical Technicians

Glendale Career College/Tri City Medical Center
4002 East Vista Way
Vista, CA 92056
(760) 945-9896

Regional Occupational Program, South County
1355 Second Ave.
Chula Vista, CA 91911

(619) 691-5611

Southwestern College
900 Otay Lakes Rd.
Chula Vista, CA 91910
(619) 421-6700

**System Analysts
and
Web Masters**

California State University, San Marcos
333 S. Twin Oaks Valley Rd.
San Marcos, CA 92096
(760) 750-4000

Chapman University
7460 Mission Valley Rd.
San Diego, CA 92108
(619) 296-8660

Coleman College
7380 Parkway Dr.
La Mesa, CA 91942
(619) 465-3990

Cuyamaca College
900 Rancho San Diego Parkway
El Cajon, CA 92019
(619) 670-1980

Elliott Computer Institute
3255 Wing St., Suite 101
San Diego, Ca 92110
(619) 226-4844
Foundation College, San Diego
5353 Mission Center Rd., #100
San Diego, CA 92108
(619) 683-3273

Grossmont College
8800 Grossmont College Dr.
El Cajon, CA 92020
(619) 465-1700

Mesa College
7250 Mesa College Dr.
San Diego, CA 92111

(619) 627-2600

Miramar College
10440 Black Mountain Rd.
San Diego, CA 92126
(619) 536-7800

National University
4141 Camino Del Rio South
San Diego, CA 92108
(619) 563-7100

Palomar College
1140 West Mission Rd.
San Marcos, CA 92069
(760) 744-1150

Park College
Joint Education Center, Bldg 1331, Rm 207
Camp Pendleton, CA 92055
(760) 725-6858

San Diego City College
1313 Twelfth Ave.
San Diego, CA 92101
(619) 230-2400

San Diego State University
5300 Campanile Dr.
San Diego, CA 92182
(619) 594-6871

cont'd
SYSTEMS ANALYSTS & WEB MASTERS cont'd

**San Diego State University Foundation
Defense Conversion Center**
5300 Campanile Dr.
San Diego, CA 92182
(619) 594-4992

University of California, San Diego
9500 Gilman Dr.
San Diego, CA 92093
(619) 534-2230

**University of California, San Diego,
Extension Program**
9500 Gilman Dr.

San Diego, CA 92093
(619) 534-3400

University of Redlands
9040 Friars Rd., Suite 310
San Diego, CA 92108
(619) 284-9292

University of San Diego
5998 Alcala Park
San Diego, CA 92110
(619) 260-4506

Vortex Data Systems Inc.
7480 Mission Valley Rd., Suite 100
San Diego, CA 92108
(619) 497-6400

Webster University
6480 Weathers Pl., Suite 104
San Diego, CA 92121
(619) 458-9310

Technical Writers

Mesa College
7250 Mesa College Dr.
San Diego, CA 92111
(619) 627-2600

Vortex Data Systems Inc.
7480 Mission Valley Rd., Suite 100
San Diego, CA 92108
(619) 497-6400

Travel Agents

Carlson Travel Academy
5405 Morehouse Dr., Suite 130
San Diego, CA 92121
(619) 458-2936

Mesa College
7250 Mesa College Dr.
San Diego, CA 92111
(619) 627-2600

Mira Costa College
1 Barnard Dr.

Oceanside, CA 92056
(760) 757-2121

Palomar College
1140 West Mission Rd.
San Marcos, CA 92069
(760) 744-1150

Regional Occupational Program, East County
181 Fletcher Parkway
El Cajon, CA 92020
(619) 579-8323

Regional Occupational Program, Metro Area
6735 Gifford Way
San Diego, CA 92111
(619) 627-7364

Regional Occupational Program, North County
840 North Broadway
Escondido, CA 92025
(760) 741-5558

Regional Occupational Program, South County
1355 Second Ave.
Chula Vista, CA 91911
(619) 691-5611

Southwestern College
900 Otay Lakes Rd.
Chula Vista, CA 91910
(619) 421-6700

Travel Experts Training School
3110 Camino Del Rio South, Suite A-350
San Diego, CA 92108
(619) 281-4333

Travel University International
3870 Murphy Canyon Rd., Suite 310
San Diego, CA 92123
(619) 292-9755

Underwriters

A.D. Banker & Company
8775 Aero Dr., #138
San Diego, CA 92123
(800) 866-2468

Grossmont Adult Education
1100 Murray Dr.
El Cajon, CA 92020
(619) 579-4770

Grossmont College
8800 Grossmont College Dr.
El Cajon, CA 92020
(619) 465-1700

Regional Occupational Program, East County
181 Fletcher Parkway
El Cajon, CA 92020
(619) 579-8323

Waiters/Waitresses

Able Disabled Advocacy
861 Sixth Ave.
San Diego, CA 92101
(619) 231-5990

Family Health Services
2850 Sixth Ave., Suite 408
San Diego, CA 92103
(619) 294-2192 cont'd
WAITERS & WAITRESSES cont'd

ITT Technical Institute
9680 Granite Ridge Dr.
San Diego, CA 92123
(619) 571-8500

Mesa College
7250 Mesa College Dr.
San Diego, CA 92111
(619) 627-2600

National Bartenders School
3160 Camino Del Rio South, #103
San Diego, CA 92108
(619) 283-0200

North County Interfaith Council
430 North Rose
Escondido, CA 92027
(760) 489-6380

Project Employment Plus
4235 National Ave., Suite D
San Diego, CA 92102
(619) 527-0457

Regional Occupational Program, East County
181 Fletcher Parkway
El Cajon, CA 92020
(619) 579-8323

Regional Occupational Program, Metro Area
6735 Gifford Way
San Diego, CA 92111
(619) 627-7364

Regional Occupational Program, North County
840 North Broadway
Escondido CA 92025
(760) 741-5558

Welders and Cutters

Center For Employment Training
3295 Market St.
San Diego, CA 92102
(619) 233-6829
(760) 747-9115

Grossmont Adult Education
1100 Murray Dr.
El Cajon, CA 92020
(619) 579-4770

National City Adult School
517 W. 24th St.
National City, CA 91950
(619) 585-7818

Palomar College
1140 West Mission Rd.
San Marcos, CA 92069
(760) 744-1150

Regional Occupational Program, East County

181 Fletcher Parkway
El Cajon, CA 92020
(619) 579-8323

Regional Occupational Program, North County

840 North Broadway
Escondido, CA 92025
(760) 741-5558

Regional Occupational Program, South County

1355 Second Ave.
Chula Vista, CA 91911
(619) 691-5611

**San Diego Community College Cont. Ed.
Educational Cultural Complex**

4343 Ocean View Blvd.
San Diego, CA 92113
(619) 527-5258

San Ysidro Center Adult School

4220 Otay Mesa Rd.
San Ysidro, CA 93173
(619) 691-5667

APPENDIX B

SAN DIEGO COUNTY OCCUPATIONAL OUTLOOK

OCCUPATIONS AND WAGES
1990 - 1998

Occupations and Wages

Occupational Title	Year Survey Published	-----Wage Range and Median-----		
		No Experience	Experience	3 Years with Firm
Accountant and Auditor	1998	\$7.00 - 14.50 (10.00)	\$9.5- 24.00 (12.00)	\$13.00 - 33.50 (16.25)
Administrative Assistant	1996	\$6.00 - 14.75 (9.50)	\$6.00 - 14.75 (9.50)	\$9.00 - 18.00 (14.00)
Adult / Child Care Center Director	1996	\$6.00 - 15.25 (10.25)	\$7.00 - 19.25 (12.00)	\$8.00 - 21.50 (15.50)
Architects	1997	\$8.00 - 13.00 (11.00)	\$13.00 - 18.00 (15.00)	\$16.75 - 24.00 (20.25)
Assembler and Fabricator	1995	\$4.25 - 8.00 (5.00)	\$5.00 - 10.00 (5.50)	\$6.00 - 12.00 (7.50)
Auto Body Repairer	1997	\$5.00 - 12.00 (7.00)	\$9.00-15.25 (10.00)	\$13.00 - 25.00 (15.75)
Auto Mechanic	1997	\$6.50 - 12.00 (8.00)	\$9.00 - 18.00 (10.00)	\$13.00 - 22.00 (16.00)
Automated Assemblyline Technician	1998	\$8.50 - 16.00 (12.00)	\$10.50 - 18.00 (15.00)	\$12.00 - 24.00 (19.75)
Baggage Porter and Bellhop	1990	\$4.25 - 5.75 (4.25) Union (5.00) Base Wage + Tips	\$4.25 - 6.00 (4.25) Union (5.00) Base Wage + Tips	\$4.25 - 6.25 (4.25) Union (5.00) Base Wage + Tips
Bailiff	1991	----- (10.75)	(10.75)	(12.50)
Baker - Bread and Pastry	1995	\$4.50 - 8.00 (5.00) Union (6.75)	\$5.00- 10.00 (7.00) Union (8.00)	\$7.00 - 14.00 (8.00) Union (9.50)
Banquet Waiter / Waitress - Includes base wage and tips (Union) - Includes base wage and tips	1998	\$5.00 - 25.50 (13.00) \$7.00 - 16.50 (15.25)	\$6.50 - 26.00 (14.00) \$7.00 - 21.50 (17.25)	\$8.00 - 28.00 (17.00) \$8.50 - 24.50 (20.25)
Bill and Account Collector	1997	\$6.00- 11.00 (7.75)	\$8.50 - 13.00 (10.00)	\$10.00 - 15.00 (12.00)
Billing and Rate Clerk	1996	\$4.25 - 10.00 (7.00)	\$6.00 - 13.00 (8.50)	\$8.00 - 18.00 (12.00)
Billing, Posting and Calculating Machine Operator	1996	\$6.25 - 7.25 (7.25)	\$7.00 - 8.75 (7.50)	\$9.00 - 11.75 (10.00)
Biotechnology Laboratory Assistant	1998	\$5.75 - 12.75 (8.75)	\$7.00 - 15.00 (9.00)	\$8.00 - 19.25 (11.25)
Biotechnology Research Assistant	1994	\$8.75 - 13.00 (10.75)	\$10.75 - 14.50 (11.75)	\$11.75 - 17.00 (13.50)
Bookkeeping, Accounting and Auditing Clerk	1994	\$7.00 - 9.25 (7.00)	\$7.00 - 19.00 (11.00)	\$10.00 - 19.00 (15.00)
Bus Driver - Non School	1995	\$4.25 - 10.00 (6.00) Union (8.50)	\$5.00 - 11.00 (7.00) Union (8.50)	\$7.00- 11.25 (8.00) Union (13.75)
Bus and Truck Mechanic	1995	\$5.50 - 12.00 (7.00) Union (9.00)	\$7.00 - 19.00 (11.00) Union (11.75)	\$10.00 - 19.00 (15.00) Union (14.25)
Butcher and Meat Cutter	1995	\$4.25 - 8.00 (5.00) Union (7.00)	\$5.00 - 16.00 (7.00) Union (16.00)	\$5.00 - 17.00 (7.00) Union (16.00)
Cabinetmaker	1997	\$5.00 - 7.00 (5.50)	\$5.50 - 11.00 (8.00)	\$7.75 - 19.00 (12.00)
Carpenter	1998	\$6.00 - 10.00 (7.25)	\$9.00 - 19.00 (11.50)	\$13.00 - 25.00 (16.50)

Occupations and Wages

Occupational Title	Year Survey Published	-----Wage Range and Median-----		
		No Experience	Experience	3 Years with Firm
Carpet Installer	1995	\$5.00 - 8.00 (7.00)	\$8.00 - 16.50 (10.00)	\$11.00 - 20.00 (13.00)
Cashier	1996	\$4.25 - 11.00 (5.00) Union (10.75)	\$4.50 - 12.00 (6.00) Union (12.00)	\$5.00 - 16.00 (6.25) Union (15.25)
Ceiling Installer	1990	\$6.00 - 6.50 (6.00) Union (6.75)	\$6.00 - 12.00 (8.75) Union (12.00)	\$12.00 - 20.00 (18.00) Union (15.25)
Chemist - Except Biochemist	1998	\$8.75 - 19.00 (13.75)	\$12.00 - 21.50 (15.00)	\$15.00 - 26.00 (18.00)
Child Care Worker	1998	\$5.00 - 9.50 (6.25)	\$6.00 - 12.00 (7.00)	\$6.50 - 15.00 (9.00)
Civil Engineer	1996	\$14.50 - 21.75 (16.50)	\$17.00 - 24.00 (20.00)	\$20.00 - 28.75 (26.25)
Civil Engineering Technician / Technologist	1998	\$9.00 - 17.75 (13.00)	\$12.00 - 18.50 (15.00)	\$14.00 - 21.75 (17.75)
Compliance Officer and Enforcement Inspector	1996	\$10.00 - 17.00 (14.50) Union (15.75)	\$14.00 - 20.50 (20.00) Union (17.50)	\$17.00 - 25.00 (23.00) Union (19.50)
Computer Engineer	1996	\$11.50 - 19.25 (14.50)	\$14.00 - 24.00 (18.25)	\$16.25 - 28.75 (23.00)
Computer Operator	1994	\$9.00 - 11.75 (10.00)	\$10.00 - 15.00 (11.00)	\$11.75 - 18.00 (13.00)
Computer Programmer / Software Engineer	1994	\$11.25 - 16.25 (14.50)	\$14.50 - 23.25 (17.00)	\$19.50 - 34.25 (24.25)
Computer Technical Support Specialist	1994	\$9.25 - 14.50 (11.75)	\$10.00 - 18.00 (12.75)	\$14.00 - 19.50 (15.50)
Construction Manager	1995	\$5.00 - 25.00 (10.00)	\$10.00 - 30.00 (15.00)	\$10.00 - 35.00 (17.00)
Cook, Cafeteria or Institution	1995	\$4.75 - 7.00 (\$6.00)	\$5.50 - 8.00 (\$7.00)	\$6.00 - 10.00 (8.00)
Cook, Restaurant	1994	\$4.50 - 7.50 (6.25)	\$5.00 - 9.00 (7.50)	\$7.00 - 12.00 (9.25)
Corrections Officer and Jailer	1996	\$7.50 - 12.00 (10.50) Union (10.50)	\$8.50 - 14.50 (11.50) Union (11.75)	\$9.50 - 17.75 (13.50) Union (14.50)
Cost Estimator	1997	\$9.50 - 16.75 (14.00)	\$15.00 - 19.25 (17.00)	\$19.25 - 30.00 (21.50)
Court Clerk	1996	\$8.25 - 17.50 (12.75) Union (12.75)	\$9.50 - 19.25 (15.75) Union (13.50)	\$11.00 - 25.75 (19.00) Union (15.50)
Counter and Rental Clerk	1994	\$4.25 - 7.50 (5.50)	\$4.25 - 8.50 (6.00)	\$5.50 - 12.00 (7.00)
Customer Service Representative, Utilities	1996	\$5.00 - 13.25 (9.25) Union (10.75)	\$8.75 - 15.50 (10.75) Union (11.25)	\$9.25 - 19.25 (13.00) Union (13.00)
Data Entry Keyer	1995	\$4.25 - 9.00 (6.00)	\$6.00 - 11.00 (7.50)	\$7.50 - 11.00 (8.00)
Data Processing Equipment Repairer	1997	\$6.00 - 10.00 (7.75)	\$9.00 - 13.75 (10.00)	\$11.00 - 20.00 (14.00)
Dental Assistant	1997	\$6.75 - 11.00 (9.00)	\$9.00 - 13.25 (11.00)	\$10.50 - 16.50 (13.75)
Dental Hygienist	1998	\$25.00 - 30.00 (30.00)	\$30.00 - 32.00 (30.50)	\$30.00 - 32.00 (31.00)

Occupations and Wages

Occupational Title	Year Survey Published	-----Wage Range and Median-----		
		No Experience	Experience	3 Years with Firm
Dental Laboratory Technician (Precision)	1996	\$4.25 - 6.50 (5.00)	\$5.50 - 10.50 (8.25)	\$10.00 - 18.00 (15.00)
Detective and Investigator, Except Public	1991	\$6.00 - 14.75 (7.75)	\$7.25 - 15.00 (9.50)	\$8.50 - 18.00 (12.00)
Dispatcher, Except Police, Fire, Ambulance	1994	\$4.50 - 11.75 (7.25)	\$4.75 - 12.00 (8.00)	\$5.25 - 14.50 (14.00)
Dispatcher, Police, Fire,	1991	\$10.00 - 12.50 (11.00) Union (11.50)	\$11.25 - 13.50 (12.50) Union (12.50)	\$11.25 - 20.00 (15.00) Union (15.25)
Drafter	1997	\$7.25 - 12.00 (9.00)	\$8.25 - 16.00 (12.00)	\$11.00 - 19.00 (14.75)
Driver, Sales Worker	1997	\$5.75 - 12.00 (7.50)	\$6.25 - 13.00 (8.00)	\$7.50 - 15.00 (9.25)
Duplicating Machine	1991	\$5.00 - 7.00 (5.75)	\$5.50 - 7.00 (6.25)	\$7.00 - 8.50 (7.25)
Electrical and Electronic Assembler	1998	\$5.50 - 8.00 (6.25)	\$6.00 - 12.50 (8.50)	\$7.50 - 18.00 (10.25)
Electrical and Electronic Engineer	1994	\$11.00 - 15.50 (13.25)	\$13.50 - 20.00 (17.00)	\$17.00 - 31.00 (20.75)
Electrical and Electronic Engineering Technician	1994	\$8.50 - 12.00 (9.50)	\$9.50 - 13.50 (10.50)	\$11.00 - 16.75 (13.00)
Electrical Installer and Repairer, Transportation	1991	\$5.00 - 8.00 (6.75)	\$6.00 - 12.50 (10.00)	\$7.00 - 15.00 (12.25)
Electrician	1997	\$6.00 - 21.00 (8.00) Union (10.00)	\$10.00 - 23.00 (13.75) Union (15.00)	\$14.25 - 27.00 (19.50) Union (21.75)
Electromedical and Biomedical Equipment Repairers	1996	\$6.50 - 19.25 (10.50) Union (14.50)	\$8.00 - 20.75 (12.50) Union (17.50)	\$11.00 - 24.00 (16.00) Union (19.75)
Electronic Home Entertainment Repairer	1993	\$5.00 - 6.50 (6.00)	\$6.00 - 16.25 (9.00)	\$10.00 - 17.50 (12.00)
Elementary School Teacher	1995	\$11.00 - 14.00 (12.50)	\$13.25 - 17.50 (15.75)	\$13.00 - 18.00 (14.00)
Emergency Medical Technician	1996	\$5.50 - 7.00 (5.50) Union (6.75)	\$7.00 - 9.00 (7.00) Union (8.50)	\$9.75 - 12.00 (10.00) Union (12.00)
Employment Interviewer	1998	\$6.50 - 12.50 (9.50)	\$8.00 - 14.50 (11.00)	\$10.00 - 16.75 (12.75)
Environmental Engineer	1994	-----	\$15.50 - 18.50 (17.50)	\$19.50 - 22.00 (21.25)
Event and Meeting Planner	1996	\$6.00 - 14.25 (9.50)	\$8.00 - 16.75 (12.00)	\$10.00 - 24.00 (13.75)
Fiber Optic Technician	1997	\$7.00 - 15.00 (9.00)	\$9.00 - 20.00 (\$13.00)	\$12.00 - 25.00 (15.25)
File Clerk	1993	\$6.00 - 8.25 (6.75)	\$6.25 - 9.00 (\$7.00)	\$6.75 - 11.00 (8.50)
Financial Manager	1994	\$9.25 - 17.50 (13.50)	\$13.00 - 24.75 (19.50)	\$15.00 - 37.25 (26.50)
Fire Fighter	1997	\$8.25 - 12.25 (9.75) Union (10.50)	\$9.25 - 13.25 (11.00) Union (11.25)	\$10.00 - 15.50 (12.50) Union (13.25)
Fitness Instructor	1994	\$6.25 - 10.00 (8.00)	\$6.75 - 12.00 (8.25)	\$8.00 - 24.00 (11.00)

Occupations and Wages

Occupational Title	Year Survey Published	-----Wage Range and Median-----		
		No Experience	Experience	3 Years with Firm
Food Preparation Worker	1997	\$4.50 - 8.00 (5.25)	\$5.00 - 9.50 (6.00)	\$6.00 - 13.00 (9.50)
Food Service Manager	1994	\$7.25 - 13.25 (10.00)	\$10.00 - 19.50 (12.00)	\$12.00 - 24.25 (13.50)
Forklift Operator	1996	\$5.50 - 14.00 (7.00) Union 10.00)	\$7.00 - 14.75 (8.25) Union (12.25)	\$8.50 - 16.75 (14.25) Union (14.25)
Gardener and Groundskeeper	1995	\$5.00 - 6.00 (5.00) Union (10.75)	\$5.00 - 8.00 (6.00) Union (11.00)	\$6.00 - 15.00 (8.00) Union (13.00)
General Office Clerk	1998	\$5.25 - 10.75 (7.25)	\$5.25 - 10.75 (8.25)	\$7.00 - 11.75 (9.50)
Glazier	1995	\$5.00 - 12.00 (6.00)	\$10.00 - 22.00 (11.00)	\$11.00 - 22.00 (14.00)
Graphic Artist	1998	\$6.00 - 14.75 (10.00)	\$8.00 - 17.25 (11.50)	\$10.00 - 22.00 (13.00)
Hand Packers and Packager	1993	\$4.25 - 5.25 (5.00)	\$5.00 - 8.00 (6.00)	\$5.75 - 9.25 (7.50)
Hairdresser, Hairstylist and Cosmetologist With Commissions:	1994	\$4.75 - 6.00 (5.50) \$5.00 - 9.00 (6.50)	\$5.75 - 8.00 (7.00) \$7.75 - 12.50 (9.50)	\$7.50 - 10.00 (9.00) \$10.00 - 16.00 (13.50)
Hard Tile Setter	1990	\$5.00 - 15.00 (8.00)	\$8.00 - 18.00 (15.00)	\$12.00 - 25.00 (20.00)
Hazardous Waste Materials Handlers	1996	\$7.00 - 13.25 (9.50) Union (10.75)	\$9.50 - 17.75 (11.50) Union (11.75)	\$12.00 - 25.00 (13.50) Union (15.25)
Heating, Air Conditioning Mechanic	1997	\$6.50 - 18.00 (9.25) Union (11.00)	\$9.00 - 19.00(12.00) Union (15.00)	\$10.00 - 25.00 (16.00) Union (19.00)
Health Service Manager	1995	\$5.00 - 15.00 (8.00)	\$16.00 - 27.00 (10.00)	\$17.00 - 27.00 (12.00)
Home Appliance Repairer	1989	\$5.75 - 9.00 (7.25)	\$7.50 - 10.00 (9.00)	\$10.00 - 15.00 (12.50)
Home Health Care Worker	1997	\$6.00 - 11.25 (7.00)	\$6.75 - 11.25 (8.00)	\$7.25 - 12.50 (9.00)
Host, Hostess	1993	\$4.25 - 6.25 (5.25)	\$4.25 - 8.00 (6.00)	\$4.75 - 9.00 (7.00)
Hotel Desk Clerk	1994	\$5.75 - 7.00 (6.00)	\$6.00 - 7.50 (6.75)	\$7.00 - 9.00 (7.50)
Import / Export Specialist	1998	\$7.25 - 12.50 (10.00)	\$8.00 - 13.50 (11.50)	\$10.00 - 15.00 (14.50)
Instructional Aide	1991	\$6.75 - 8.25 (7.50)	\$7.00 - 9.00 (8.00)	\$8.00 - 10.50 (8.50)
Instructor and Coach, Sports and Physical	1991	\$4.50 - 9.75 (7.00)	\$5.00 - 12.00 (7.75)	\$7.00 - 15.00 (10.00)
Insurance Adjuster	1997	\$10.00 - 21.50 (14.00)	\$12.50 - 24.00 (15.25)	\$15.25 - 28.75 (19.25)
Insurance Claims Clerk	1996	\$5.25 - 15.00 (9.25)	\$6.00 - 20.00 (11.00)	\$7.25 - 24.00 (13.75)
Insurance Policy Clerk	1989	\$6.00 - 8.00 (7.00)	\$7.75 - 12.00 (9.75)	\$8.50 - 15.00 (11.50)
Interior Designer	1995	\$5.00 - 15.00 (7.00)	\$5.00 - 20.00 (12.00)	\$5.00 - 31.25 (15.00)

Occupations and Wages

Occupational Title	Year Survey Published	-----Wage Range and Median-----		
		No Experience	Experience	3 Years with Firm
Interview Clerk	1990	\$5.00 - 8.25 (7.00)	\$5.00 - 8.75 (7.25)	\$5.50 - 11.50 (9.25)
Janitor	1994	\$4.25 - 9.25 (5.00)	\$4.50 - 9.75 (5.50)	\$5.00 - 11.00 (7.00)
Kindergarten Teacher	1991	\$5.50 - 16.50 (11.50)	\$6.25 - 16.50 (12.25)	\$6.75 - 22.00 (13.50)
LAN / WAN Manager (Computer Network Manager)	1994	\$13.00 - 19.50 (14.50)	\$14.75 - 21.75 (17.00)	\$17.25 - 29.00 (21.00)
Landscape Architect	1998	\$9.00 - 14.00 (12.00)	\$10.00 - 17.00 (14.00)	\$14.00 - 25.00 (18.00)
Lather	1995	\$6.00 - 15.00 (6.00)	\$9.00 - 20.00 (15.00)	\$12.00 - 20.00 (17.00)
Laundry and Dry Cleaning Machine Operator	1993	\$4.25 - 6.00 (5.00)	\$4.25 - 7.00 (5.00)	\$5.25 - 11.00 (6.00)
Legal Secretary	1998	\$7.00 - 17.25 (13.25)	\$9.00 - 21.75 (14.75)	\$14.00 - 24.25 (17.25)
Licensed Vocational Nurse	1997	\$9.50 - 12.00 (10.00)	\$11.00 - 14.00 (12.00)	\$13.00 - 16.00 (14.00)
Loan and Credit Clerk	1995	\$5.00 - 9.50 (7.00)	\$7.00 - 12.50 (9.50)	\$9.00 - 15.75 (12.50)
Loan Officer	1997	\$9.00 - 24.00 (12.25)	\$10.50 - 28.75 (16.00)	\$10.50 - 33.50 (19.25)
Lodging Manager	1994	\$6.00 - 18.25 (8.75)	\$8.00 - 20.25 (15.00)	\$10.00 - 23.75 (18.25)
Machinist	1994	\$6.50 - 12.00 (8.75)	\$10.25 - 14.25 (12.00)	\$13.00 - 18.50 (16.25)
Manager, Personnel	1997	\$9.50 - 24.00 (13.50) Union (14.50)	\$12.00 - 26.25 (16.75) Union (16.75)	\$15.25 - 38.25 (20.50) Union (22.50)
Manager / Supervisor , Administrative Support	1993	\$6.50 - 14.00 (11.25)	\$9.00 - 23.75 (14.50)	\$11.00 - 29.00 (17.50)
Marketing , Advertising, Public Relations Manager	1995	\$6.00 - 26.00 (10.00)	\$8.00 - 30.00 (12.50)	\$10.00 - 30.00 (17.50)
Maid and Housekeeping Cleaner	1997	\$4.25 - 7.00 (5.75) Union (5.00)	\$4.75 - 7.75 (6.00) Union (5.75)	\$5.50 - 9.00 (7.00) Union (6.75)
Mail Clerk	1991	\$4.25 - 9.25 (6.00)	\$6.00 - 9.25 (7.25)	\$7.25 - 11.00 (7.75)
Mail Machine Operator	1991	\$4.25 - 6.00 (5.00)	\$5.50 - 7.75 (6.00)	\$7.00 - 10.00 (8.00)
Maintenance Repairers - General Utility	1998	\$6.50 - 12.25 (8.00) Union (8.50)	\$7.75 - 17.00 (10.00) Union (9.00)	\$9.00 - 18.00 (15.00) Union (13.50)
Marking Clerk	1991	\$4.25 - 6.00 (5.00)	\$4.25 - 6.50 (5.25)	\$6.00 - 8.75 (6.50)
Massage Therapist (Tips per massage)	1994	\$6.00 - 15.00 (10.00) (10.00)	\$8.00 - 25.00 (18.50) (10.00)	\$8.00 - 30.00 (25.00) (20.00)
Mechanical Engineer	1997	\$10.00 - 16.00 (14.50)	\$14.50 - 19.25 (16.00)	\$19.25 - 24.00 (21.50)
Medical and Clinical Laboratory Technologist	1997	\$9.00 - 15.00 (13.00)	\$10.00 - 18.25 (15.25)	\$12.00 - 22.00 (18.00)

Occupations and Wages

Occupational Title	Year Survey Published	-----Wage Range and Median-----		
		No Experience	Experience	3 Years with Firm
Medical and Clinical Laboratory Assistant	1993	\$7.00 - 9.50 (7.50)	\$7.00 - 10.00 (8.00)	\$8.00 - 13.00 (9.75)
Medical Assistant	1995	\$6.00 - 10.00 (7.00)	\$7.00 - 12.00 (8.00)	\$7.00 - 13.00 (8.00)
Medical Records Technician	1998	\$5.25 - 13.75 (7.25)	\$5.75 - 16.00 (8.25)	\$6.50 - 21.00 (9.50)
Medical Secretary	1994	\$6.75 - 10.00 (8.00)	\$8.00 - 11.00 (9.00)	\$10.00 - 13.00 (11.00)
Merchandise Displayer and Window Trimmer	1995	\$6.00 - 11.00 (7.00)	\$6.00 - 11.00 (9.00)	\$7.00 - 15.00 (10.00)
Messenger	1991	\$4.25 - 7.00 (6.25)	\$4.25 - 8.75 (7.00)	\$4.25 - 10.00 (8.25)
Meter Reader, Utilities	1991	\$6.50 - 13.00 (9.50) Union (11.50)	\$9.50 - 13.00 (10.00) Union (11.50)	\$10.75 - 16.25 (11.00) Union (13.75)
Multimedia Technology Specialist	1997	\$8.50 - 21.75 (11.25)	\$10.00 - 21.00 (14.75)	\$13.75 - 33.50 (19.25)
Network Professional	1997	\$12.00 - 21.75 (14.50)	\$12.00 - 24.00 (18.25)	\$16.50 - 26.50 (22.00)
Nurse Aide	1998	\$5.25 - 11.00 (7.00)	\$6.25 - 11.00 (7.50)	\$7.00 - 13.00 (9.00)
Nursery Worker	1993	\$4.25 - 5.00 (4.25)	\$4.25 - 5.50 (4.75)	\$4.75 - 7.50 (6.25)
Occupational Therapist	1994	\$16.50 - 26.50 (17.00)	\$18.25 - 30.25 (19.75)	\$19.50 - 37.50 (22.00)
Offset Lithographic Press Setter	1997	\$6.00 - 10.00 (8.00)	\$8.00 - 15.00 (10.00)	\$10.00 - 24.00 (15.00)
Operating Engineer (Heavy Equipment Operator)	1998	\$8.00 - 16.00 (12.75)	\$12.00 - 22.50 (16.00)	\$16.00 - 33.00 (20.00)
Ophthalmic Technician	1998	\$6.00 - 13.00 (9.75)	\$8.00 - 15.00 (12.00)	\$10.50 - 18.00 (15.00)
Optician	1996	\$4.25 - 7.75 (5.50)	\$8.25 - 15.50 (10.00)	\$12.50 - 22.00 (19.25)
Optical Technician	1995	\$5.00 - 7.50 (6.00)	\$6.00 - 10.00 (7.00)	\$9.00 - 14.00 (9.00)
Order Clerk	1994	\$5.50 - 10.00 (8.25)	\$6.00 - 11.50 (9.00)	\$8.00 - 14.75 (11.50)
Paramedic	1996	\$8.50 - 9.00 (8.75)	\$10.00 - 11.00 (10.50)	\$14.25 - 14.50 (14.50)
Paralegal	1998	\$9.00 - 15.50 (13.00)	\$12.75 - 20.50 (15.75)	\$15.00 - 24.00 (19.00)
Painter	1996	\$5.00 - 9.00 (6.00)	\$8.00 - 16.00 (10.00)	\$10.00 - 24.00 (16.00)
Painter, Transportation Equipment	1991	\$4.25 - 9.25 (5.00) Union (6.25)	\$5.50 - 26.75 (8.50) Union (9.25)	\$8.00 - 26.75 (11.25) Union (11.75)
Payroll and Timekeeping Clerk	1995	\$5.00 - 10.00 (7.00)	\$5.75 - 11.25 (8.00)	\$7.50 - 12.50 (10.50)
Personnel Clerk	1996	\$6.50 - 12.50 (10.00)	\$7.50 - 15.25 (12.25)	\$8.00 - 18.00 (8.50)
Personnel, Training, Labor Relations Manager	1994	\$9.75 - 16.25 (10.75)	\$11.25 - 22.00 (13.75)	\$13.00 - 24.75 (14.25)

Occupations and Wages

Occupational Title	Year Survey Published	-----Wage Range and Median-----		
		No Experience	Experience	3 Years with Firm
Pest Controller	1994	\$5.00 - 7.50 (6.50)	\$6.50 - 9.00 (7.50)	\$7.50 - 13.25 (9.25)
(With Commissions)		\$5.00 - 8.50 (6.50)	\$6.50 - 10.75 (8.00)	\$8.50 - 17.50 (10.75)
Pharmacist	1992	\$15.50 - 31.50 (24.00)	\$15.50 - 31.50 (25.50)	\$20.25 - 38.75 (30.00)
Pharmacy Technician	1996	\$8.00 - 11.75 (9.00)	\$8.75 - 12.25 (10.00)	\$10.00 - 14.75 (12.50)
Photo Processing Machine Operator	1993	\$4.25 - 8.00 (5.00)	\$5.00 - 8.50 (6.00)	\$6.00 - 11.00 (8.25)
Photographer	1996	\$5.00 - 15.00 (7.50)	\$6.00 - 20.00 (10.50)	\$6.50 - 30.00 (15.00)
Physical Therapist	1995	\$6.00 - 28.00 (16.00)	\$8.00 - 34.00 (18.50)	\$9.00 - 35.00 (22.00)
Physical Therapy Aide	1997	\$5.00 - 8.00 (6.50)	\$6.50 - 10.00 (7.00)	\$8.00 - 12.00 (8.25)
Physical Therapy Assistant	1997	\$8.00 - 17.00 (10.00)	\$10.00 - 20.00 (12.00)	\$11.00 - 22.00 (15.00)
Plumber, Pipefitter, and Steamfitter	1995	\$5.00 - 9.00 (6.00) Union (8.00)	\$10.00 - 17.00 (12.00) Union (12.75)	\$12.00 - 20.00 (15.00) Union (14.25)
Police Patrol Officer	1996	\$8.00 - 16.00 (12.50) Union (14.00)	\$9.00 - 18.25 (14.00) Union (16.75)	\$10.00 - 21.50 (15.50) Union (20.00)
Postal Mail Carrier	1997	(12.75)	(13.50)	(14.25)
Preschool Teacher	1995	\$5.00 - 12.00 (14.00)	\$10.00 - 24.00 (15.25)	11.00 - 27.75 (17.50)
Probation and Parole Officer	1998	\$12.00 - 16.00 (14.00)	\$17.25 - 17.50 (17.25)	\$19.25 - 21.25 (20.25)
Production Supervisor / Manager	1998	\$8.50 - 20.25 (14.00)	\$9.50 - 26.25 (15.25)	\$11.00 - 32.25 (17.50)
Property and Real Estate Manager (on-site)	1995	\$7.00 - 15.00 (10.00)	\$8.00 - 21.25 (12.50)	\$10.00 - 32.25 (15.00)
Psychiatric Aide	1993	\$6.00 - 9.50 (7.25)	\$7.25 - 11.00 \$8.25)	\$7.50 - 13.00 (9.50)
Public Relations Manager	1998	\$8.00 - 14.50 (9.75)	\$9.00 - 20.50 (13.25)	\$13.75 - 24.00 (18.00)
Purchasing Agent	1995	\$7.00 - 13.00 (9.00)	\$8.00 - 16.00 (13.50)	\$12.00 - 20.00 (14.00)
Purchasing Manager	1993	\$8.00 - 26.75 (11.75)	\$11.00 - 29.00 (15.00)	\$13.00 - 32.25 (17.50)
Radiologic Technologist (Therapeutic)	1994	\$14.50 - 17.00 (15.75)	\$15.50 - 19.00 (17.00)	\$17.00 - 21.00 (20.00)
Receptionist and Information Clerk	1997	\$5.50 - 9.00 (6.50)	\$6.50 - 10.50 (7.50)	\$8.00 - 12.00 (9.00)
Recreation Worker	1994	\$4.50 - 6.50 (5.00)	\$5.50 - 9.50 (6.75)	\$6.50 - 14.00 (8.75)
Registered Nurse	1998	\$10.00 - 18.00 (15.50)	\$13.00 - 22.00 (16.00)	\$16.00 - 32.00 (20.00)
(Union)		\$15.00 - 16.00 (15.50)	\$16.75 - 17.00 (17.00)	\$18.50 - 19.75 (19.25)
Reservation and Transportation Ticket Agent	1991	\$5.00 - 9.50 (6.50) Union (8.25)	\$5.75 - 9.50 (6.75) Union (8.25)	\$7.50 - 9.25 (8.75) Union (9.25)

Occupations and Wages

Occupational Title	Year Survey Published	-----Wage Range and Median-----		
		No Experience	Experience	3 Years with Firm
Respiratory Care Practitioner	1993	\$10.75 - 14.00 (12.00)	\$12.25 - 16.50 (14.00)	\$13.00 - 18.25 (16.00)
Retail Store Manager	1997	\$7.00 - 12.25 (8.50)	\$8.50 - 12.25 (10.00)	\$10.00 - 14.00 (12.00)
Roofer	1995	\$6.00 - 10.00 (6.50) Union (7.00)	\$7.00 - 18.00 (11.00) Union (8.50)	\$10.00 - 18.00 (13.00) Union (13.00)
Sales Agent, Advertising	1995	\$5.00 - 20.00 (8.00) Commissions (2.00)	\$7.25 - 20.00 (12.50) Commissions (5.75)	\$9.00 - 30.00 (27.50) Commissions (10.00)
Sales Agents and Placers, Insurance	1996	\$9.50-15.50 (13.50) includes tips and commissions	\$11.75-28.75 (18.25) includes tips and commissions	\$15.00-48.00 (33.50) includes tips and commissions
Sales Agent, Select Business Services	1995	\$5.00 - 15.00 (9.00) Commissions (4.00)	\$8.00 - 25.00 (12.50) Commissions (7.50)	\$11.00 - 37.50 (17.00) Commissions (9.75)
Salesperson, Parts	1994	\$5.00 - 9.00 (7.00)	\$7.50 - 14.00 (9.25)	\$10.75 - 17.00 (14.50)
Salesperson, Retail	1996	\$4.25 - 7.00 (5.00) Commission (7.00)	\$5.50 - 8.00 (7.00) Commission (10.00)	\$7.00 - 13.00 (12.00) Commission (12.00)
Sales Representative	1994	\$9.00 - 13.00 (11.75)	\$10.00 - 18.00 (13.00)	\$11.00 - 28.50 (19.50)
Sales Representative, Scientific	1995	\$5.00 - 14.00 (7.50)	\$5.00 - 22.00 (12.00)	\$5.00 - 31.25 (20.00)
Secondary School Teacher	1995	\$10.00 - 13.50 (12.50)	\$13.50 - 17.00 (15.00)	\$13.50 - 17.00 (15.50)
Sales Supervisors / Managers (With Commissions)	1996	\$7.25 - 22.00 (10.25) \$7.00 - 28.75 (19.50)	\$9.50 - 27.75 (12.00) \$9.50 - 48.00 (19.50)	\$12.00 - 33.25 (16.75) \$12.00 - 72.00 (30.75)
Secretary, General	1994	\$6.00 - 9.75 (8.00)	\$7.00 - 12.00 (8.75)	\$9.00 - 14.50 (10.50)
Security Guard	1995	\$5.00 - 7.50 (6.00)	\$5.00 - 7.50 (6.00)	\$6.50 - 8.50 (7.00)
Service Station	1991	\$4.25 - 6.00 (4.50)	\$4.25 - 7.00 (5.00)	\$5.25 - 11.75 (6.00)
Sheet Metal Worker	1995	\$5.00 - 10.00 (6.00)	\$8.00 - 13.00 (10.00)	\$9.00 - 16.00 (13.00)
Sheriff and Deputy Sheriff	1991	(\$13.00)	(\$14.50)	(\$15.25)
Social Service Technician	1992	\$7.25 - 11.25 (8.75)	\$8.50 - 11.75 (8.75)	\$11.50 - 15.50 (11.75)
Social Worker	1992	\$6.00 - 11.00 (8.25)	\$6.25 - 15.50 (11.00)	\$7.25 - 19.75 (13.00)
Special Education Teacher	1996	\$8.75 - 17.25 (10.50) Union (13.25)	\$10.50 - 20.25 (12.50) Union (16.00)	\$14.00 - 23.25 (15.50) Union (17.50)
Stationary Engineer (Power Plant Operator) (Union)	1998	\$8.25 - 13.00 (10.00) \$9.50 - 16.00 (14.00)	\$9.75 - 15.00 (12.00) \$12.00 - 17.00 (16.00)	\$11.50 - 17.50 (16.00) \$15.50 - 24.00 (20.00)
Statistical Clerk	1991	\$8.50 - 19.00 (9.00)	\$9.50 - 22.00 (11.75)	\$11.50 - 25.00 (13.00)
Stenographer	1990	\$4.50 - 14.50 (6.50)	\$5.00 - 14.50 (9.75)	\$5.50 - 15.50 (11.75)

Occupations and Wages

Occupational Title	Year Survey Published	-----Wage Range and Median-----		
		No Experience	Experience	3 Years with Firm
Stock Clerk, Sales Floor	1998	\$5.00 - 7.00 (5.25)	\$5.25 - 8.00 (6.00)	\$5.50 - 9.50 (7.25)
Stock Clerk, Stock Room or Warehouse	1994	\$4.50 - 7.00 (5.50)	\$4.75 - 8.75 (5.75)	\$5.75 - 11.00 (6.50)
Substance Abuse / Chemical Dependency Counselor	1998	\$6.00 - 14.50 (10.25)	\$7.00 - 16.75 (11.50)	\$9.00 - 20.00 (13.75)
Surgical Technician	1998	\$8.50 - 12.75 (10.50)	\$10.25 - 14.00 (12.00)	\$12.00 - 17.00 (14.00)
Switchboard Operator	1995	\$4.25 - 7.50 (6.25)	\$5.00 - 8.50 (6.25)	\$6.00 - 9.25 (7.75)
System Analyst - Electronic Data Processing	1998	\$11.50 - 24.00 (16.25)	\$13.00 - 26.25 (17.75)	\$14.00 - 31.25 (20.50)
Tax Interviewer	1996	\$6.00 - 11.00 (7.50)	\$7.00 - 20.50 (9.00)	\$10.00 - 20.00 (14.00)
Technical Writer	1998	\$10.00 - 22.00 (15.00)	\$13.50 - 24.00 (18.00)	\$16.75 - 32.00 (23.75)
Telecommunications Engineer	1997	\$15.25 - 19.25 (16.75)	\$19.25 - 31.25 (20.75)	\$23.75 - 37.00 (26.25)
Teller	1995	\$6.00 - 7.25 (7.00)	\$7.00 - 9.00 (8.00)	\$7.00 - 9.00 (8.00)
Telemarketer and Telephone Solicitor (With Commissions:)	1996	\$5.00 - 8.00 (6.00) \$5.00 - 10.00 (6.50)	\$6.00 - 10.00 (7.00) \$6.00 - 12.75 (9.50)	\$6.75 - 15.00 (9.00) \$7.00 - 27.75 (20.00)
Tire Repairer and Changer	1991	\$4.25 - 6.00 (5.00)	\$4.25 - 10.75 (6.75)	\$4.25 - 12.00 (8.00)
Title Searcher	1990	\$5.00 - 9.25 (5.75)	\$7.00 - 11.50 (10.00)	\$9.25 - 14.00 (11.00)
Traffic, Shipping, and Receiving Clerk	1997	\$5.50 - 8.50 (7.00)	\$6.50 - 10.00 (7.75)	\$8.00 - 12.00 (9.00)
Travel Agent	1998	\$6.00 - 9.00 (6.25)	\$7.00 - 11.50 (9.00)	\$8.00 - 15.00 (11.00)
Truck Driver, Light - Route and Delivery	1995	\$5.00 - 11.25 (6.50) Union (7.75)	\$6.00 - 12.50 (8.00) Union (7.75)	\$7.00-14.00 (9.50) Union (9.75)
Truck Driver, Heavy	1995	\$7.00 - 20.00 (9.50) Union (9.25)	\$9.00 - 20.00 (11.50) Union (10.75)	\$11.00 - 20.00 (14.00) Union (15.00)
Typist and Word Processor	1994	\$6.00 - 8.25 (7.00)	\$6.00 - 10.75 (8.00)	\$7.50 - 13.00 (10.00)
Underwriter, (Insurance)	1998	\$6.00 - 16.00 (11.25)	\$8.00 - 20.25 (13.50)	\$10.00 - 22.75 (18.00)
Veterinary Technician	1996	\$4.25 - 9.00 (6.25)	\$4.25 - 10.00 (8.00)	\$6.00 - 13.00 (10.50)
Vocational and Educational Counselor	1996	\$7.00 - 16.75 (10.25) Union (13.50)	\$9.50 - 20.00 (11.50) Union (15.75)	\$12.00 - 23.00 (15.00) Union (18.25)
Vocational Instructor and Teacher	1995	\$9.00 - 29.00 (11.00) Union (23.50)	\$10.00 - 29.00 (13.00) Union (24.75)	\$12.00 - 29.00 (13.00) Union (28.75)
Waiter / Waitress	1993	\$4.25 - 4.75 (4.25) Tips (5.00)	\$4.25 - 5.00 (4.25) Tips (6.00)	\$4.25 - 6.25 (4.25) Tips (7.00)
Water Treatment Plant Operator	1996	\$10.25 - 17.50 (13.50) Union (14.50)	\$12.00 - 19.00 (15.50) Union (17.25)	\$14.00 - 21.50 (18.00) Union (19.50)

Occupations and Wages

Occupational Title	Year Survey Published	-----Wage Range and Median-----		
		No Experience	Experience	3 Years with Firm
Web Master / Web Site Designer	1998	\$8.00 - 15.50 (11.50)	\$10.00 - 20.75 (15.00)	\$14.00-28.50 (19.25)
Welder and Cutter	1998	\$5.50 - 15.00 (7.00) Union (10.00)	\$8.00 - 20.00 (12.00) Union (12.50)	\$13.00 - 25.00 (14.00) Union (15.50)
Window Washer	1996	\$5.00 - 10.00 (6.00)	\$5.50 - 12.00 (8.00)	\$6.00-15.00 (10.00)
Wholesale and Retail Buyer	1997	\$7.00 - 17.25 (9.00)	\$8.00 - 19.25 (12.00)	\$10.00 - 21.50 (14.50)
Writer and Editor	1996	\$5.00 - 10.00 (7.50)	\$6.00 - 12.00 (9.25)	\$9.50 - 16.00 (12.50)

APPENDIX C

REGIONAL CALIFORNIA AGENCIES PROVIDING LOCAL LABOR MARKET INFORMATION

LOCAL AGENCY / ADDRESS

Alameda County - Oakland Private Industry Council
360 22nd Street, Suite 600
Oakland, CA 94612-3025
(510) 208-7363

Butte County Private Industry Council
2185 Baldwin Avenue
Oroville, CA 95966
(916) 538-7301

Contra Costa County Private Industry Council
2425 Bisso Lane, Suite 100
Concord, CA 94520-4817
(510) 646-5239

Fresno County Career Development Center
1900 Mariposa Mall, Suite 280
Fresno, CA 93721
(209) 497-7877

Golden Sierra Job Training Agency
(Alpine, El Dorado, Nevada, Placer, Sierra Counties)
11549 "F" Avenue
Auburn, CA 95603
(916) 823-4631

Humboldt County Employment Training Department
930 Sixth St
Eureka, CA 95501
(707) 441-4642

Private Industry Council of **Imperial County**
797 Main St, Suite A
El Centro, CA 92242
(760) 353-5050

Kern / Inyo / Mono Counties, Employer's Training Resource
2001 28th Street
Bakersfield, CA 93301
(805) 861-3014

Kings County Job Training, Government Center
1400 W. Lacey Blvd.
Hanford, CA 93230
(209) 582-9213

Los Angeles County
City of Long Beach, Business Development Center
200 Pine Ave., Suite 400
Long Beach, CA 90802
(562) 570-3865

LOCAL / AGENCY ADDRESS

Madera County Department of Education
Employment and Training Office
114 South C Street
Madera, CA 93638
(209) 673-7031

Marin County Employment Connection
4340 Redwood Highway, Suite E-354
San Rafael, CA 94903
(415) 499-3074

Mendocino County Private Industry Council
630 Kings Court, Suite 204
Ukiah, CA 95482
(707) 468-1196

Merced County Private Industry Training Department
1020 West Main Street
Merced, CA 95340
(209) 385-7324

Monterey County Private Industry Council
318 Cayuga Street, Suite 209
Salinas, CA 93902
(408) 755-3247

Mother Lode Job Training Agency
(Amador, Calaveras, Mariposa, Tuolumne Counties)
P.O. Box 1176
230 South Shepard Street
Sonora, CA 95370
(209) 533-3396

Napa County Training and Employment Center
2447 Old Sonoma Rd.
Napa, CA 94558
(707) 253-4291

NoRTEC Consortium (Del Norte, Lassen, Modoc,
Plumas, Siskiyou, Tehama, Trinity Counties)
333 Main Street
Red Bluff, CA 96080
(916) 529-7010

North Central Counties Consortium
(Colusa, Glenn, Lake, Sutter, Yuba Counties)
1215 Plumas
Yuba City, CA 95991
(707) 263-0630

Orange County Job Training Partnership Agency
1300 South Grand, Bldg B, Third Floor
Santa Ana, CA 92705
(714) 567-7530

Riverside County EDA Job Training
1151 Spruce Street
Riverside, CA 92507
(909) 275-3100

Sacramento/Yolo Counties Community Partnership Agency
112 West Main Street
Woodland, CA 95695
(916) 661-2900

San Benito County, NOVA Private Industry Council
505 West Olive, Suite 550
Sunnyvale, CA 95023
(408) 730-7232

San Bernardino Jobs & Employment Service Department
851 S. Mount Vernon Ave., Suite 22
Colton, CA 92324
(909) 433-3300

LOCAL AGENCY / ADDRESS

San Francisco Private Industry Council
1650 Mission St., Suite 300
San Francisco, CA 94103
(415) 431-8700

San Joaquin Employment & Economic Development Department
850 North Hunter Street
Stockton, CA 95202
(209) 468-3500

Private Industry Council of **San Luis Obispo County**
3566 South Higuera St., Suite 100
San Luis Obispo, CA 93401
(805) 541-4044

County of San Mateo Job Training & Economic Development
262 Harbor Blvd., Building A
Belmont, CA 94002
(415) 802-5171

Santa Barbara County Job Training Network
2400 Professional Parkway, Suite 150
Santa Maria, CA 93455
(805) 739-8650

Santa Clara County, NOVA Private Industry Council
505 West Olive, Suite 550
Sunnyvale, CA 95023
(408) 730-7232

County of Santa Cruz Human Resource Agency
1040 Emeline Avenue, Building E
Santa Cruz, CA 95060
(408) 454-4080

Shasta County Private Industry Council
1220 Sacramento St.
Redding, CA 96001
(916) 245-1584

Solano County Private Industry Council
320 Campus Lane
Suisun, CA 94585
(707) 864-3370

Sonoma County Private Industry Council
Job Training Office
2245 Challenger Way, Suite 104
Santa Rosa, CA 95407
(707) 547-5550

Private Industry Council of **Stanislaus County**
251 E. Hackett Rd., C-2
Modesto, CA 95358-0031
(209) 558-2109

Tulare County Private Industry Council
2374 West Whitendale
Visalia, CA 93277
(209) 737-4246

County of Ventura
Workforce Development Division - JTPA
400 Esplanade Drive, Suite 103
Oxnard, CA 93030
(805) 988-1533